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Date: 7 March 2016

Notice of meeting

Overview and Scrutiny Committee

Date: Tuesday, 15 March 2016

Time: 7.30 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

To: Members of the Overview and Scrutiny Committee

Councillors:

A.E. Friday (Chairman)
D. Patel (Vice-Chairman)
S.J. Burkmar
S. Capes
R. Chandler

K. Flurry
A.L. Griffiths
A.T. Jones
J.G. Kavanagh
S.C. Mooney

A. Neale
O. Rybinski
B.B. Spoor

Spelthorne Borough Council, Council Offices, Knowle Green

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AGENDA

Description	Lead	Timings	Page Number.
<p>1. Apologies</p> <p>To receive any apologies for non-attendance.</p>	Chairman	7.30 pm	
<p>2. Minutes</p> <p>To confirm the minutes of the meeting held on 19 January 2016 (copy enclosed).</p>	Chairman		1 - 6
<p>3. Disclosures of Interest</p> <p>To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.</p>	Chairman		
<p>4. Call-in of Cabinet decisions</p> <p>No decisions have been called in for review.</p>			
<p>5. Proposal to form a Spelthorne Joint Committee</p> <p>To receive a report from the Head of Corporate Governance on draft proposals to form a Spelthorne Joint Committee.</p>	Michael Graham/ Cllr Harvey	7.35 pm	7 - 32
<p>6. Support to local businesses and the unemployed</p> <p>To note the report of the Economic Development Officer on support provided by Spelthorne Council for the local business community and for the unemployed.</p>	Keith McGroary/ Cllr Gething	8.35 pm	33 - 36
<p>7. Leader's Task Groups update</p> <p>To note the updates from the Leader's Task Groups looking at the Towards a Sustainable Future programme and all other assets.</p>	Cllrs Harvey and Gething	9.05 pm	37 - 40
<p>8. Cabinet Forward Plan</p> <p>A copy of the latest Forward Plan is attached.</p> <p>If any members of the Committee have any issues they want to raise in relation to the Cabinet Forward Plan, please inform Terry Collier, Deputy Chief Executive, 24 hours in advance of the meeting with reasons for the</p>	Chairman	9.15 pm	41 - 44

Description	Lead	Timings	Page Number.
request.			
9. Work Programme			
To note items identified on the Work Programme to be scheduled for future meetings.	Chairman	9.25 pm	45 - 46

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**Minutes of the Overview and Scrutiny Committee
19 January 2016**

Present:

Councillor A.E. Friday (Chairman)

Councillors:

S. Capes	I.T.E. Harvey	A. Neale
R. Chandler	A.T. Jones	H.R.D. Williams
K. Flurry	J.G. Kavanagh	
N.J. Gething	S.C. Mooney	

Apologies: Councillors D. Patel, O. Rybinski and B.B. Spoor

In Attendance:

Councillor D. Saliagopoulos, Cabinet Member for Economic Development and Fixed Assets

In Attendance for Item 5. – Presentation on Proposals for Devolution

Councillors S.A. Dunn, C.M. Frazer, R.W. Sider BEM and H.A. Thomson

9/16 Minutes

The minutes of the meeting held on 10 November 2015 were agreed as a correct record.

10/16 Disclosures of Interest

Councillor K. Flurry disclosed a personal interest in agenda item 7. Performance Review of Contracts due to his being an employee of the Council's grounds maintenance contractor: VPS Lotus Landscapes Ltd. He would remain in the Council Chamber to take part in the discussion on this item.

11/16 Call-in of Cabinet decisions

No Cabinet decisions had been called in for review.

12/16 Presentation on proposals for devolution

The Committee received a presentation from David McNulty, Chief Executive of Surrey County Council and Robert Cayzer, SCC Senior Policy Manager on the Three Southern Counties (3SC) proposals for devolution.

He explained that the 3SC (East Sussex, West Sussex and Surrey) authorities were pursuing a devolution deal with government to improve outcomes for local residents and businesses through economic growth, enhanced productivity and a transformation in public service delivery. The 3SC were taking advantage of the government's commitment to devolving powers and resources to a local level, allowing authorities to make collective decisions about key services affecting the whole area.

Mr McNulty said that the economy of the 3SC had a combined GVA (Gross Value Added) of £74 billion, bigger than Wales or Greater Manchester, making a significant net contribution to the national exchequer. However, the area's future economic performance, and the quality of life of local residents, was at risk because of creaking infrastructure and the challenges that businesses faced in recruiting and retaining staff.

The 3SC substantive devolution proposition comprised 6 workstreams: infrastructure; housing and planning; skills; public service transformation; fiscal devolution; and governance.

The 3SC was seeking a devolution deal with government, to enable it to grow its contribution to the national economy by:

- Agreeing a long-term infrastructure strategy to improve capacity on the rail and road networks and develop the digital infrastructure;
- Action to accelerate housebuilding and improve the range of housing available;
- Greater engagement with business, education and others to ensure employers have access to the skills they need and address barriers to employment for people with lower skills;
- Public service transformation to meet the needs of residents at less cost.

Central to its proposition was a commitment to greater collaboration across the 3SC, enabling rapid progress on infrastructure improvements, house building, skills development and public service transformation.

To ensure the new governance arrangements were fit for purpose, the 3SC planned to:

- Establish a mechanism for collective binding decision making across the 3SC area;
- Create a clear point of accountability for the local delivery of their devolution deal.

Mr McNulty also referred to plans for 'double devolution', which could be progressed with or without the 3SC proposals. This would be progressed by way of discussions between the 3 Counties and 23 boroughs and districts to decide what powers can be devolved from County level to borough and district level. The boroughs and districts would be the place leaders for these discussions so, ultimately, the result of 'double devolution' would look different in different parts of the County. He said that the driver for the decisions on

'double devolution' would be, 'can we demonstrate better value for residents by doing things a different way'.

Mr McNulty concluded by saying that the 3SC was confident that, if it agreed a devolution deal on this basis, in five years' time it would have delivered:

- Accelerated housing delivery to 2020 to increase the supply of housing in the 3SC area;
- A firm programme for improving crucial transport corridors;
- A reduction in hard to fill vacancies and skills gaps;
- A proven shift to preventative activity with a consequential reduction in costs.

Members of the Committee and other councillors in attendance asked questions of Mr McNulty on his presentation.

The Chairman thanked Mr McNulty for his presentation and said that the Council looked forward to working with the 3SC on double devolution.

Resolved to note the presentation on The Three Southern Counties proposals for devolution.

13/16 Corporate Project Management update

The Committee received an update from the Head of Customer Services on progress with the Council's priority projects and the Towards a Sustainable Future (TaSF) programme. She reported on the progress being made with various aspects of the Knowle Green Programme and the 13 corporate projects.

She explained there had been a delay in the structural review under TaSF, to allow Management Team to fully appraise the new Leader of their plans and allow the political administration an opportunity to reflect and confirm its corporate priorities. This would ensure the new structure was aligned to help deliver those priorities.

Resolved to note the progress report on:

1. the Towards a Sustainable Future programme and work stream updates
2. the status of the Corporate Projects dashboard and Spelthorne projects map and
3. the work the Corporate Project Team was undertaking to promote good practice and support project managers.

14/16 Performance Review of Contracts

The Committee received a report giving details of the performance monitoring arrangements for the Council's top spend contracts, which included: grounds maintenance; vehicle supply – contract hire of street cleansing and refuse collection vehicles; Leisure Centres; provision of monitoring and maintenance services of CCTV, Knowle Green cleaning contract;

management of Staines-upon-Thames market; processing of recyclables and 'meals-on-wheels' supply of vehicles and food.

The Principal Solicitor advised the Committee that the performance monitoring provisions of all the contracts were carefully considered to ensure they were appropriate to the goods/works/services being provided and to ensure contract managers could undertake effective monitoring. Where they could be appropriately measured, key performance indicators and systems of service credits were used. To achieve added value from the contractor, long term contracts centred on a 'partnership' approach rather than arbitrary enforcement. This had been demonstrated to achieve better results.

Resolved to note the report on the performance review of contracts.

15/16 Treasury Management half-yearly report

The Committee received the Treasury Management half-yearly report on treasury performance for the first six months of the financial year to the end of September 2015. The Council had invested substantial sums of money and was therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The report covered the council's treasury activity and the associated monitoring and control of risks.

The Principal Accountant advised the Committee that the overall average annualised rate of return on investment for the first six months was 2.25%. This was 0.42% higher than for the equivalent period last year. This improved performance was due to the continued positive performance of the Council's current pooled funds and bond investments and also the usage of newly identified investment opportunities when possible, to maximise return.

The Committee commended the Chief Finance Officer and his team on their treasury management strategy.

Resolved to note the Treasury Management half-yearly report to the end of September 2015.

16/16 6-month Capital Monitoring Report

The Committee received the Capital Monitoring report covering the period April to September 2015.

The Committee noted that for the period ending September 2015, capital expenditure including commitments was £428k (22%) of the original budget (excluding the Knowle Green and Housing Opportunity projects) and 21% of the revised budget.

The projected outturn showed that the Council was anticipating spending £1.736m which represented 85% of the revised budget.

Resolved to note the current capital spend position.

17/16 6-month Revenue Monitoring Report

The Committee received the Revenue Monitoring Report providing the net revenue spend figures to the end of September 2015.

The Committee noted the forecast outturn at net expenditure level was £14.525m against the revised budget of £14.536m; which was a projected favourable variance of £11k. The Committee noted that after taking into account the use of carry forwards, the net overall position was approximately £9k favourable variance.

The Principal Accountant highlighted the fact that there was a forecast £232k adverse variance on bed and breakfast expenditure for the current financial year due to increased demand. Officers were working on options to mitigate further increases in demand.

Resolved to note the current net revenue spend and forecast position.

18/16 Leader's Task Groups update report

The Committee received updates on progress with the work of the Leader's Sub-Task Groups for Assets and Regeneration in relation to Knowle Green and all other assets.

Resolved to note the work undertaken to date by the Leader's Task Groups.

19/16 Cabinet Forward Plan

The Committee considered the current Forward Plan of Cabinet items.

Resolved to note the Cabinet Forward Plan.

20/16 Work Programme

The Committee considered the work programme for the remaining meeting in the current Municipal Year.

The Chairman advised that there was insufficient development activity which had reached the levy stage, for a review of the operation of the Community Infrastructure Levy to come before the Committee at its March 2016 meeting but that the topic would come to a future meeting.

In its place he suggested a report on small/medium enterprise and job creation which had been raised by the Committee as a topic of interest at its July 2015 meeting.

A member of the Committee also requested a report on agile working to be noted on the work programme for a future meeting.

Resolved to note the work programme for the remainder of the municipal year subject to the inclusion of:

1. a report on small/medium enterprise and job creation for the March 2016 Committee and
2. a report on agile working for a future meeting.

Overview and Scrutiny Committee

15 March 2016



Title	Proposal to form a Spelthorne Joint Committee		
Purpose of the report	To note		
Report Author	Michael Graham		
Cabinet Member	Councillor Ian Harvey	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Community and Accountability		
Recommendations	Overview and Scrutiny Committee is asked to note the proposals to form a Spelthorne Joint Committee in place of the Local Committee in Spelthorne and the executive and non-executive functions to be delegated to the Joint Committee.		

1. Key issues

- 1.1 Discussions between Spelthorne BC and Surrey County Council over the last few months have revealed a shared appetite for the councils to create a Joint Committee which would take the place of the current Surrey County Council Local Committee in Spelthorne.
- 1.2 Such a Joint Committee would be a true partnership between Surrey County Council and Spelthorne Borough Council with decision making delegated from both organisations. There is precedent for this in Surrey as the County Council and Woking Borough Council established a Joint Committee in 2014.
- 1.3 Through an expanded remit, the Joint Committee will help deliver the following aims:
 - Increase the involvement of residents, local communities, businesses and partners
 - Improve decision making and speed-up processes
 - Support Members in their role as community leaders and champions
 - Promote greater accountability and local scrutiny
- 1.4 The Joint Committee will aim to reduce duplication in governance arrangements within the two authorities, to simplify and speed up local decision making, and will provide a platform on which other future joint arrangements can be co-ordinated. It will provide an innovative two tier response to new central government policy initiatives such as devolution.

- 1.5 The Joint Committee will carry out Surrey County Council functions previously performed by the Spelthorne Local Committee, and will also carry out functions delegated to it by Spelthorne Borough Council.
- 1.6 The Joint Committee will operate under its own (mutually agreed) Terms of Reference and Standing Orders (as set out in Appendix 1), but the formation of the Joint Committee will require some changes to the current Council Constitution, for which Council approval is required. These changes will be included in a wider review of the Constitution as a whole and is the subject of a separate report to Cabinet in April 2016. For its part, Surrey County Council will also be taking this initiative through its own decision making process.
- 1.7 By working together, the Joint Committee will provide the opportunity to identify local solutions and seek to jointly deliver local government service improvements for the residents, businesses and visitors to Spelthorne. Both councils will be proactive in bringing issues to the Joint Committee and seeking to deliver local priorities together.
- 1.8 Meetings of the Spelthorne Joint Committee will be held in public, enabling local people to have their say and contribute directly to the decision making process.
- 1.9 The Joint Committee will determine priorities for collaborative work undertaken within the committee's remit by the councils, including working with other partners. The respective councils and the committee will keep under review those functions delegated to it, or that could be delegated to it, and it is proposed that the work and function of the Joint Committee will be reviewed after 18 months.
- 1.10 If agreed by both the County and Borough Council, it is proposed that the Spelthorne Joint Committee will be operational from 1 June 2016.

2. General Remit of the Spelthorne Joint Committee

- 2.1 The general remit of the Joint Committee is set out below and the more specific delegated functions are outlined in section 3 below.
 - a) To make decisions on local services and budgets delegated to it by either Surrey County Council or Spelthorne Borough Council.
 - b) To make comments on policy, strategy, services, priority community work, or other matters specifically referred to it by the County Council or the Borough Council under the General Power of Competence (Localism Act 2011).
 - c) To provide political oversight of key County and Borough partnership initiatives and strategies.
 - d) To discuss opportunities for a closer alignment of County and Borough services in Spelthorne.
 - e) To seek solutions to local concerns relating to Council services under the remit of the Joint Committee.
 - f) To identify and set local priorities through an annual priority setting meeting.
 - g) To build community leadership and local engagement, and encourage local community resilience plans.

- h) To ensure that services are carried out in accordance with both Surrey County Council's and Spelthorne Borough Council's core values, policies, strategies and within approved budgets.

3. Specific Delegated Functions

3.1 The County Council functions that it is proposed the Joint Committee will deal with are set out in the Draft Terms of Reference at Appendix 1. These are to be approved by the County Council Cabinet and Council.

3.2 The Borough Council functions that it is proposed the Joint Committee will deal with are also set out in the Draft Terms of Reference at Appendix 1. The following provides examples of those Borough functions that it is proposed become the responsibility of the Spelthorne Joint Committee.

- a) Oversee and determine priorities for the implementation of the Local Infrastructure Delivery Plan and agree how Community Infrastructure Levy (CIL) and other related receipts will be expended in Spelthorne.
- b) To oversee and agree joint priorities to inform commissioning and delivery of youth work in Spelthorne, with the aim of achieving an integrated approach from Surrey County Council and Spelthorne Borough Council.
- c) To oversee and agree joint priorities to inform commissioning and delivery of Independent Living, Older People's Services and Day Centres in Spelthorne, with the aim of achieving an integrated approach from Surrey County Council and Spelthorne Borough Council.
- d) To oversee and agree joint priorities to inform the improvement of educational attainment in Spelthorne with the aim of working closely between Surrey County Council, Spelthorne Borough Council and Spelthorne Schools Federation
- e) Oversee and determine priorities for the Family Support Programme in Spelthorne and monitor its performance.
- f) Oversee and determine priorities for the Borough based community strategy and related local plans within Spelthorne.
- g) To take the overall political lead and oversight for the Community Safety functions of the Borough
- h) To act as the local Health and Wellbeing Board for Spelthorne and oversee and set priorities for general health and wellbeing matters within the framework of Surrey's Joint Health and Wellbeing Strategy
- i) Champion the better use of public sector assets in the Borough to promote the One Public Estate approach amongst Surrey County Council, Spelthorne Borough Council and other public sector partners.

As a consequence of the above, there may be an overlap with the work of the Spelthorne Community Safety Partnership and Local Strategic Partnership. These will be reviewed to ascertain the extent to which the functions overlap with the new Joint Committee.

4. Options analysis and proposal

4.1 There is only one option being proposed: to agree to set up a Spelthorne Joint Committee in place of the current SCC Local Committee in Spelthorne.

4.2 There are no specific risks identified arising from the proposal. A more unified approach to local government through the establishment of a Joint Committee should reduce the risks of fragmented service delivery and duplication or omission.

5. Financial implications

5.1 There are no specific financial implications or new funding proposals arising from the report.

6. Other considerations

6.1 Existing County Council staff will provide administrative support to the Joint Committee. The Borough Council will provide the venue and refreshments for the meetings. There are no other considerations specifically arising from this proposal.

7. Timetable for implementation

7.1 The proposed timetable for implementation is as follows:

SCC Cabinet	26 April 2016
Spelthorne BC Cabinet	27 April 2016
Spelthorne BC Council	28 April 2016
SCC Council	17 May 2016

Background papers: There are none.

Appendices:

Appendix 1 – Spelthorne Joint Committee Draft Terms of Reference

Spelthorne Joint Committee

Terms of Reference

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Section 1 – Context and Purpose

Spelthorne Joint Committee is a Joint Committee of Surrey County Council and Spelthorne Borough Council and is set up under the provisions of Section 102 of the Local Government Act 1972. The Joint Committee aims to improve outcomes and value for money for residents in Spelthorne by strengthening local democracy and improving partnership working within the borough of Spelthorne.

The Joint Committee will carry out Surrey County Council functions previously performed by the Local Committee (Spelthorne) (which ceased to exist on 01/06/2016) plus some additional new advisory County Council functions, and functions delegated to it by Spelthorne Borough Council. These functions are set out within Section 2 of this document.

By working together, the Joint Committee will provide the opportunity to identify local solutions and seek to jointly deliver local government service improvements for the residents, businesses and visitors to Spelthorne. Both councils will be proactive in bringing issues to the Joint Committee and seeking to deliver local priorities together.

Meetings of the Spelthorne Joint Committee are held in public, and local people are able to participate during parts of the meeting as set out in Section 3 of this document.

This Terms of Reference document includes the standing orders that will apply to the Joint Committee. These need also to be read in the light of the individual Constitutions of each of the two Councils which will continue to apply as appropriate to decisions delegated by each relevant authority.

Whilst the Joint Committee will be responsible for making decisions relating to the delegated functions as set out below, the day-to-day operational arrangements relating to any particular function will continue to be managed by the local authority having responsibility for that function.

Section 2 – Functions and Funding

The scope and overall purpose of the Spelthorne Joint Committee is as set out in Section 1. The general remit of the Joint Committee is set out below and the more specific delegated functions are outlined in later sections.

(A) General Remit

The general remit of the Spelthorne Joint Committee is:-

1. To identify and agree opportunities for the closer alignment of County and Borough services in Spelthorne.
2. To make decisions on local services and budgets delegated to it by either Surrey County Council or Spelthorne Borough Council.
3. To make comments on policy, strategy, services, priority community work, or other matters specifically referred to it by the County Council or the Borough Council.
4. To provide political oversight of key County and Borough partnership initiatives and strategies.
5. To seek solutions to local concerns relating to Council services under the remit of the Joint Committee.
6. To identify and set local priorities through an annual priority setting meeting.
7. To build community leadership and local engagement, and encourage local community resilience plans.
8. To ensure that local authority services within Spelthorne Borough are carried out in accordance with both Surrey County Council's and Spelthorne Borough Council's core values, policies, strategies and within approved budgets.

(B) Delegated Powers

The services identified below are delegated by Surrey County Council or Spelthorne Borough Council as indicated, for decision making or consideration by the Spelthorne Joint Committee, in accordance with the relevant legislation.

In discharging the delegated powers, the Spelthorne Joint Committee must have due regard at all times to the approved policies, budgets and financial regulations of the Council delegating the functions, and act in accordance with Standing Orders at Section 3 of this Terms of Reference.

Set out below is a list of the functions that are currently delegated to the Spelthorne Joint Committee. Additional functions and matters for determination may be delegated to the Committee in the future by Surrey County Council or Spelthorne Borough Council, which will form part of this Terms of Reference. The Community Partnership and Committee Officer will maintain a record of all additional delegated functions and will ensure that any such additions are reported to the Joint Committee at the next meeting after the delegation takes place.

Executive Functions (delegated by Surrey County Council and Spelthorne Borough Council)

The Joint Committee will be responsible for the following decisions on local services and budgets:

In relation to the Borough of Spelthorne the Joint Committee will take decisions delegated to it by the SCC Leader and/or Cabinet and/or the SBC Leader and/or Cabinet on the following local services and budgets, to be taken in accordance with the financial framework and policies of the respective Councils within a framework of agreed performance and resources:

- (i) Changes which amount to more than 15% in the hours of opening for local libraries (whether managed directly by Surrey County Council or under a community partnership agreement.) (SCC)
- (ii) Community safety funding that is delegated to the Joint Committee (SCC/SBC).
- (iii) Decisions in relation to highways and infrastructure:
 - a. The allocation of the Surrey County Council highway capital budget and highway revenue budget which are devolved to the Joint Committee for minor highway improvements, and highway maintenance, within the committee's area including the scope to use a proportion of either budget to facilitate local highways initiatives (SCC).
 - b. To allocate funds to review on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders (TROs) relating to on-street parking controls (SCC).

- c. To agree local speed limits on county council roads within their area, and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police Road Safety and Traffic Management Team and with regard to the County Council Speed Limit Policy (SCC).
 - d. To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes within the delegated powers of the Joint Committee (SCC).
 - e. Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Team Manager has chosen to refer the decision on whether a TRO should be made to the Joint Committee, the committee will make that decision (SCC).
 - f. Oversee and determine priorities for the Spelthorne Town Centre Management Agreement. (SBC)
- (iv) Consider how Community Infrastructure Levy (CIL) receipts will be expended in Spelthorne, taking into account the approved Infrastructure Capacity Study and Delivery Plan (IDP) for Spelthorne. (SBC)
- (v) To oversee and agree joint priorities to inform the improvement of educational attainment in Spelthorne with the aim of working closely between Surrey County Council, Spelthorne Borough Council and Spelthorne Schools Federation (SCC/SBC)
- (vi) To oversee and agree joint priorities to inform commissioning and delivery of Independent Living, Older People's Services and Day Centres in Spelthorne, with the aim of achieving an integrated approach from Surrey Council and Spelthorne Borough Council (SCC/SBC)
- (vi) In relation to services for young people, with the aim of achieving an integrated approach from Surrey County Council and Spelthorne Borough Council (SCC/SBC):
- a) To agree joint priorities for commissioning by the County Council and the Borough Council in Spelthorne for provision of youth work and other preventative work with young people who are at risk of becoming not in education, training or employment (NEET).
 - b) To apportion delegated funding for young people, specifically the distribution between Local Prevention Framework Grants and Individual Prevention Grants categories of funding, in accordance with the allocated budget and small grants (youth) as allocated by the Borough Council.
 - c) Approve the award of the Local Prevention Framework for the provision of local prevention services for Spelthorne Borough in accordance with the allocated budget and to qualified providers. This power to be exercised by the County Council Portfolio Holder in the event that the Joint Committee is unable to award grant(s) (due to the presence of conflicts of interest which result in the body being inquorate).

- d) Approve the award of youth service related commission(s) as delegated to the Joint Committee by Spelthorne Borough Council.
 - e) Oversee and determine priorities for the Full Participation Programme and make appropriate linkages into the work of Services for Young People and Spelthorne Borough Council
- (vii) Oversee and influence priorities for the Family Support Programme in Spelthorne (noting the shared nature of this service with other boroughs) and monitor its performance. (SCC/SBC)
- (viii) Determine priorities for collaborative work undertaken within the committee's area by the Councils and other partners. (SCC/SBC).
- (ix) To champion the better use of public sector assets in the Borough to promote the One Public estate approach amongst Surrey County Council, Spelthorne Borough Council and other public sector partners (SCC/SBC)

Non-Executive Functions (delegated by Surrey County Council)

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the County Council's Scheme of Delegation (or within the terms of reference of other Committees).

Non-Executive Functions (delegated by Spelthorne Borough Council)

- (i) Oversee and determine priorities for the Borough based community strategy and related plans within Spelthorne.
- (ii) Oversee and determine priorities for the implementation of the Infrastructure Capacity Study and Delivery Plan (IDP).

In addition, the Joint Committee will deal with those relevant non-executive functions, relating to joint working that may be delegated to it by the Borough Council from time to time.

Service Monitoring, Scrutiny & Issues of Local Concern- advisory functions

The Joint Committee may:

- (i) In relation to the exercise of County Council Executive functions relating to Members allocations, receive a report on all projects approved under delegated authority of the Community Partnership Manager or Team Leader. (SCC)
- (ii) In relation to Community Highway Enhancement allocations, receive a report on all projects approved by Individual Members of the County Council under delegated authority, or by the Area Team Manager where Members have requested that their allocations be combined to be spent in one or more divisions. (SCC)
- (iii) Monitor formal decisions taken by officers under delegated powers and provide feedback to improve service standards. (SCC/SBC)

- (iv) Engage in issues of concern to local people and seek to influence the respective Councils in the light of local needs. (SCC/SBC)
- (v) Monitor the quality of services provided locally, and recommend action as appropriate. (SCC)
- (vi) Support Surrey Schools, strengthening links with Headteachers and Governing Bodies to promote the outcomes of increased investment for safer, better schools focussed on raising the standards of education for all children. (SCC/SBC)
- (vii) Be informed in relation to the prioritisation of proposed and planned infrastructure schemes, or developer funded highway improvements within Spelthorne. (SCC)
- (viii) Be informed of and receive appropriate reports on highway initiatives and/or improvements either wholly or partly in Spelthorne. (SCC)
- (ix) Oversee local initiatives agreed and funded by the Joint Committee. (SCC/SBC)
- (x) Oversee on-street parking enforcement including financials in its area subject to terms of reference, agreed by the committee, which best suit its particular local circumstances. (SCC)
- (xi) Oversee and scrutinise the impact of the Local Prevention Framework in accordance with prevention priorities for young people not in education, employment or training (NEET), in the local area. (SCC)
- (xii) Be advised of the Joint Youth Estates Strategy for Spelthorne Borough. (SCC/SBC)
- (xiii) To provide political oversight and advice on the Community Safety functions of the Borough. (SCC/SBC)
- (xiv) To act as the local Health and Wellbeing Board for Spelthorne and oversee and set priorities for general health and wellbeing matters within the framework of Surrey's Joint Health and Wellbeing Strategy. (SCC/SBC)
- (xv) Be consulted on any issues referred to it by either Council and produce responses as appropriate. (SCC/SBC)

(Note: A joint committee may not make any decision which will have an adverse effect on a part of the county for which it does not have functions).

(C) Funding

- (i) With regards to budget setting and planning, the County Council and Spelthorne Borough Council will agree each year the amount of funding available to the Joint Committee to carry out its delegated decisions. All funds will be held and administered by the originating authorities and spent in accordance with their respective financial regulations and policies.
- (ii) Provision of venue:
The meeting's venue and associated costs will normally be provided by Spelthorne Borough Council, unless alternative arrangements are agreed by Surrey County Council.
- (iii) Committee management:
Committee management and associated costs (as set out in paragraph 3.1) for the Joint Committee will be provided by Surrey County Council.

- (iv) Any resulting Joint Committee members' costs and expenses will be funded and administered by their respective authorities.

(D) Withdrawal from the Joint Committee

At any time either Council may give 6 months' notice in writing to the other Council of its intention to withdraw from the Joint Committee. Once the Joint Committee ceases to exist the functions delegated to it would each revert back to the relevant delegating authority.

Section 3 - Standing Orders

1. MEMBERSHIP AND ATTENDANCE OF MEMBERS AT MEETINGS

- 1.1. Membership of the Spelthorne Joint Committee shall be all county councillors with electoral divisions in Spelthorne, one Surrey County Council Cabinet Member (who may also be a county councillor with an electoral division in Spelthorne), and an equivalent number of borough councillors who should be politically proportionate to the Borough Council. At least one borough councillor shall be a member of that Council's Cabinet. No substitutes will be permitted for the members on the Joint Committee. Members will be appointed to the committee at the first business meeting of the respective Council, at the start of each municipal year. All borough and county councillors on the Joint Committee will have equal voting rights on all issues being considered.
- 1.2. A person shall cease to be a member if he/she ceases to be a member of the County Council, a member representing an electoral division in Spelthorne or the relevant Cabinet Member, or in the case of a member of the Borough Council, ceases to be a member of that Council, or the relevant Cabinet Member or resigns from the Spelthorne Joint Committee.
- 1.3. Surrey County Council or Spelthorne Borough Council may, through their respective Councils, co-opt representatives from the voluntary sector, public authorities or businesses in Spelthorne onto the Joint Committee. These representatives will be able to take part in discussions on agenda items, but will not be able to vote on any item for decision.
- 1.4. The Leader of either Surrey County Council or Spelthorne Borough Council, or appropriate Surrey County Council Cabinet Member or Spelthorne Borough Council Cabinet Member with portfolio responsibilities for a matter on the agenda of the Joint Committee meeting may attend the meeting of the committee and, with the Chairman's consent, speak on the matter or provide written representation.

2. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

- 2.1. The Chairman (who will be a County Councillor) and Vice-Chairman (who shall be a member of the Borough Council's Cabinet) shall be elected at the first business meeting of the County Council or the Borough Council as appropriate, of each municipal year.
- 2.2. The Chairman and Vice-Chairman shall, unless he or she resigns the office or ceases to be a member of the Spelthorne Joint Committee, continue in office until a successor is appointed.
- 2.3. In the absence of the Chairman and the Vice-Chairman at a meeting, the members of the Committee shall elect a chairman for that meeting.

3. MANAGEMENT OF THE COMMITTEE

3.1. The County Council's Community Partnership's Team shall act as the Committee Manager for the Spelthorne Joint Committee and shall be responsible for preparing and circulating agendas for meetings, advising on constitutional matters and for producing the decisions and minutes.

4. FORMAL MEETINGS

4.1. There shall be between 4 and 8 formal meetings of the Spelthorne Joint Committee each year as determined by the Chairman and Vice-Chairman and as set out in the calendar of meetings published on the council's website.

4.2. The Chairman or in his/her absence the Vice-Chairman, may call a special meeting of the Spelthorne Joint Committee to consider a matter that falls within its remit but cannot await the next scheduled meeting, provided at least seven clear working days notice in writing is given to the Committee Manager.

4.3. Formal meetings of the Joint Committee and its sub-committees shall be held in public except when exempt or confidential information is being considered and the press and public can be excluded in accordance with the Local Government Act 1972.

4.4. Meetings of any working groups or task groups established by the Joint Committee shall, unless otherwise agreed, be held in private.

5. DELEGATED POWERS

5.1. The delegated powers mean those powers to be discharged by the Spelthorne Joint Committee as set out in Section 2(B) of this Terms of Reference.

5.2. The Spelthorne Joint Committee shall discharge the delegated powers, within the budgetary and policy framework set by Surrey County Council in the case of County functions or by Spelthorne Borough Council in the case of borough functions.

5.3. When discharging the delegated powers the Spelthorne Joint Committee shall take decisions only after taking into account advice given in writing or orally from relevant Officers of Surrey County Council or of Spelthorne Borough Council as appropriate, including legal, financial and policy advice.

5.4. If the Joint Committee is to make a Key Executive decision delegated to it by either Surrey County Council or Spelthorne Borough Council, then the Joint Committee must follow the constitution of the authority delegating the decision, including publishing it in the monthly forward plan of that authority.

6. OVERVIEW AND SCRUTINY

- 6.1. Executive decisions made by the Spelthorne Joint Committee are subject to scrutiny by Surrey County Council's or Spelthorne Borough Council's relevant Overview and Scrutiny Committee (depending on which authority delegated the particular function), including an Overview and Scrutiny Committee's right under the Local Government Act 2000 to request that an Executive Decision made but not implemented be reconsidered by the decision-taker (often referred to as 'call-in').
- 6.2. The processes and procedures for the exercise by the relevant Overview and Scrutiny Committee of their 'call-in' function shall be in accordance with the Constitutions of Surrey County Council or Spelthorne Borough Council depending on which authority delegated the executive decision in question.
- 6.3. Referral of Joint Committee Executive decisions by either Surrey County Council Cabinet or Spelthorne Borough Council Executive (dependant on who delegated the function)
 - 6.3.1. The SCC /SBC Cabinet may require referral, for review and final determination, any executive decision taken by the Joint Committee which has significant policy or budgetary implications or is outside of the authority delegated to the Joint Committee, subject to notice of requirement for referral being given within 5 working days of publication of the decision.
 - 6.3.2. Notice of referral may be given by the Leader or Deputy Leader of the relevant authority, or any three or more members of the SCC /SBC Cabinet as appropriate.
 - 6.3.3. All members of the Joint Committee will be notified that an executive decision taken by the Committee has been required for referral by SCC /SBC Cabinet.
 - 6.3.4. The decision will be considered by the SCC /SBC Cabinet at its next appropriate meeting in discussion with the Joint Committee Chairman and Vice-Chairman and no action will be taken to implement it in the meantime.
 - 6.3.5. The Joint Committee Chairman or Vice-Chairman may attend the SCC /SBC Cabinet meeting, as appropriate, for the consideration of the matter and speak on the item.
 - 6.3.6. The SCC /SBC Cabinet may accept, reject or amend the decision taken by the Joint Committee. A report on the decision taken by the Cabinet will be made to the next appropriate meeting of the Joint Committee, and to all the Members of either Surrey or Spelthorne Council, as appropriate, for information.

The following general provisions apply to the consideration of all matters within Spelthorne Joint Committee's remit.

7. NOTICE OF MEETING

7.1. The date, time and place of the fixed meetings of the Spelthorne Joint Committee will be accessed through both the Surrey County Council and Spelthorne Borough Council websites. The notice, agenda, reports and other documents prepared for the Spelthorne Joint Committee will be posted on the Surrey County Council website (with links from the Spelthorne Borough Council website) and sent to Members of the Committee not less than seven clear working days before the date of the meeting.

7.2. Only the business on the agenda will be discussed at a meeting of the Spelthorne Joint Committee except for urgent matters raised in accordance with the provisions in the Constitution or Section 100B(4)(b) of the Local Government Act 1972.

8. SPECIAL MEETINGS

8.1. A special meeting of the Spelthorne Joint Committee will be convened to consider specific matters within its terms of reference at the discretion of the Chairman, or the Vice-Chairman in his/her absence. At least seven clear working days notice of a special meeting must be given.

9. AGENDAS

9.1. Spelthorne Joint Committee will comply with the Access to Information rules in Part VA of the Local Government Act 1972.

9.2. Agendas for meetings of the Spelthorne Joint Committee shall be dispatched by the Committee Manager seven clear working days in advance of a meeting, and copies will be made available for public inspection at the designated County and Borough Council offices, libraries and via the County Council and Spelthorne Borough Council websites.

9.3. Members of the Spelthorne Joint Committee may suggest items for inclusion in the agenda within its remit. These will be added to the forward programme in consultation with the Chairman and Vice-Chairman of the Spelthorne Joint Committee.

10. DECISIONS AND MINUTES

10.1. The decisions from the meeting shall be published on the County Council's website, with links from the Spelthorne Borough website, within three clear working days of the Committee.

10.2. The minutes of a meeting shall be published on the County Council's website, with relevant links, as soon as is reasonably practicable.

10.3. At the meeting, the Chairman will move the formal motion "That the minutes of the last meeting be confirmed and signed by the chairman" and there may only

be discussion if there is disagreement about their accuracy which will be resolved by a vote in the normal way.

- 10.4. Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of signing of minutes.

11. CONFIDENTIALITY OF PAPERS

- 11.1. All Members must respect the confidentiality of any papers made available to them for the purpose of meetings of the Spelthorne Joint Committee or otherwise for so long as those papers remain confidential.

Failure to observe

- 11.2. Any or all of the rights conferred on a Member of the Council under the Constitution may be withdrawn by the Council if it is satisfied that he/she has not observed the requirements of Standing Order 11.1 in relation to any of its papers.

12. QUORUM

- 12.1. The Chairman will adjourn the meeting if there is not a quorum present.
- 12.2. The quorum will be one quarter of the total number of voting members of the Committee. A quorum may not be fewer than three voting members.

13. MEMBER QUESTIONS TO THE SPELTHORNE JOINT COMMITTEE

- 13.1. Any Member of either Council may, with the Chairman's consent, ask one or more questions on matters within the terms of reference of the committee.
- 13.2. Notice of questions must be given in writing to the Community Partnerships Team by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.
- 13.3. Questions may be asked without notice if the Chairman decides that the matter is urgent.
- 13.4. Where a Member has given notice of a question and is absent from the meeting another Member may ask it on his/her behalf.
- 13.5. Every question will be put and answered.
- 13.6. Copies of all questions will be circulated to Members before the start of the meeting.

- 13.7. Questions may be answered orally or in writing.
- 13.8. If the Chairman is unable to answer any question at the meeting he/she may send a written answer to the Member asking the question.
- 13.9. At the discretion of the Chairman, a Member who has given notice of a question may ask one supplementary question relevant to the subject of the original.
- 13.10. A record of all questions and answers will be included in the minutes of the meeting.

14. PUBLIC PARTICIPATION IN SPELTHORNE JOINT COMMITTEE

14.1. PETITIONS

- 14.1.1. Any member of the public who lives, works or studies in the Spelthorne Borough area may present a petition, containing 30 or more signatures or at the Chairman's discretion, relating to a matter within the terms of reference of the Committee. The presentation of a petition on the following business will not be allowed:
- 14.1.1.1. matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985;
 - 14.1.1.2. planning applications; and
 - 14.1.1.3. matters in relation to a public rights of way under consideration by the Joint Committee.
- 14.1.2. A spokesperson for the petitioners may address the committee on the petition for up to 3 minutes or longer if agreed by the Chairman. Discussion on a petition at the meeting is at the Chairman's discretion. The petition may be referred to the next appropriate meeting of the committee or to the SCC Cabinet, Cabinet Member, SBC Cabinet or relevant committee of either SCC or SBC at the discretion of the Chairman.
- 14.1.3. Notice must be given in writing to the Community Partnerships Team at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council's or Spelthorne Borough Council's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.
- 14.1.4. No more than three petitions may be presented at any one meeting of the committee unless agreed otherwise by the Chairman.
- 14.1.5. The Community Partnerships Team may amalgamate within the first received petition other petitions of like effect on the same subject.

14.1.6. The presentation of a petition on the same or similar topic as one presented in the last six months may only be permitted at the Chairman's discretion.

14.2. PUBLIC QUESTIONS AND STATEMENTS

14.2.1. At the start of any ordinary meeting of the Committee, any member of the public who lives, works or studies in the Spelthorne borough area may ask one question or make a statement relating to a matter within the Committee's terms of reference. The Chairman may alternatively permit the question to be asked or the statement to be made at the start of an item on the agenda if it relates to that item.

14.2.2. Questions or statements will not be allowed on matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985 or on planning applications or on rights of way matters under consideration.

14.2.3. Notice of questions or statements must be given in writing or by e-mail to the Community Partnerships Team with details of the question or statement, by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.

14.2.4. Written questions or statements must be submitted by the deadline set out in section 14.2.3. The Chairman may alternatively permit questions or statements to be made under relevant agenda items as they consider appropriate during the formal meeting.

14.2.5. The Community Partnerships Team may, having consulted a questioner, reword any question or statement received to bring it into proper form and to secure reasonable brevity. Copies will be tabled and made available in the meeting room for members of the Joint Committee and any member of the public in attendance.

14.2.6. Questions and statements will be taken in the order in which they are received by the Community Partnerships Team. The provision of answers to questions being asked, any response to statements, and any discussion of the question or statement will be at the discretion of the Chairman.

14.2.7. Following any initial reply to a question, one or more supplementary question/s in relation to the response provided may be asked by the questioner at the discretion of the Chairman. The provision of answers to supplementary questions being asked and any discussion of these questions will be at the discretion of the Chairman.

14.2.8. The total number of questions which may be asked or statements made at any one meeting will be at the discretion of the Chairman. The Chairman may decide that questions or statements can be held over to the following meeting, or dealt with in writing and may disallow questions or statements which are repetitious.

- 14.2.9. When dealing with any item in which public participation has occurred, the Chairman shall clarify the point at which such public participation has concluded and the Committee's formal discussion and decision making of the item is taking place.

14.3. PUBLIC SPEAKING IN RELATION TO RIGHTS OF WAY

Rights of Way application decisions are quasi-judicial decisions. They are therefore subject to specific rules. The reason for the rules about public speaking reflect the right of all individuals to a fair hearing.

- 14.3.1. Members of the public and their representatives may address the Spelthorne Joint Committee on any applications relating to public Rights of Way being considered by the committee.
- 14.3.2. Speakers must first register their wish to speak by telephone or in writing to the Community Partnerships Team by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
- 14.3.3. Only those people who have previously made written representations in response to a Rights of Way application will be entitled to speak.
- 14.3.4. Speakers must declare any financial or personal interest they may have in the application.
- 14.3.5. Registration of speakers will be on a first come first served basis and speakers will be taken in the order in which they are registered, with the first five registered being entitled to speak. Where more than one person has registered an interest to speak, the subsequent speakers will be entitled to speak first if the first named speaker is not in attendance five minutes before the start of the meeting. Representations can be combined if necessary. A reserve list will also be maintained if necessary.
- 14.3.6. The time allowed for public speaking will be limited to 15 minutes for objectors and 15 minutes for supporters per item, and to 3 minutes per speaker.
- 14.3.7. Only if a member of the public or their representative speaks objecting will the applicant/agent be allowed to speak and then only to respond to the points raised by the objectors, and will be limited to 3 minutes for each objector who has spoken.
- 14.3.8. No additional information may be circulated by speakers at the meeting and they will have no right to speak or question Members or officers once they have made their submission.
- 14.3.9. Speeches will precede the Committee's formal discussion on each application requiring the committee's attention.

- 14.3.10. The right to speak will only be exercised at the first meeting at which the application is considered and will not normally be the subject of further presentations at any subsequent meeting unless significant changes have taken place after a deferral by the Committee.

15. RIGHT TO SPEAK AT COMMITTEE

- 15.1. A Member may only speak once on a motion and amendment except:
- 15.1.1. the mover may reply to the debate but, in doing so, may only answer statements and arguments made in the course of the debate. He/she may not introduce any new matter;
 - 15.1.2. the mover of a motion may speak during the debate on any amendment to the motion;
 - 15.1.3. a Member who has already spoken may speak on a point of order or may, at the Chairman's discretion, explain any statement made by him/her which he/she believes has been misunderstood;
 - 15.1.4. the Chairman may speak before the mover of the motion or amendment replies to the debate.
 - 15.1.5. A Member seconding any motion or amendment will be deemed to have spoken on it unless he/she speaks immediately and reserves his/her right to speak later.

16. RELEVANCE

- 16.1. Every Member who speaks must direct his/her speech strictly to the motion or matter under discussion, or to a motion or amendment which he/she moves, or to a point of order.

17. POINTS OF ORDER

- 17.1. Any Member wishing to raise a point of order must say at the outset the Standing Order or rule of debate which he/she believes has been infringed. Every point of order will be decided immediately by the Chairman whose decision will be final.

18. LENGTH OF SPEECHES

- 18.1. Except with the consent of the Chairman, the following time limits will apply to speeches:
- (a) The mover of a motion or an amendment. (5 minutes)
(A Member may not speak for more than five minutes unless he/she has a seconder).
 - (b) The mover of a motion either speaking to an amendment or replying to the debate.

(3 minutes)

(c) The mover of an amendment replying to the debate on the amendment.
(3 minutes)

(d) The seconder of a motion or an amendment.
(3 minutes)

(e) A Member speaking on a report or in a debate.
(3 minutes)

19. AFTER REPLY DEBATE IS CLOSED

19.1. After the reply is made, the motion or amendment under discussion will be put from the Chair.

20. PROCEDURE FOR MOTIONS AND AMENDMENTS

20.1. Every motion or amendment must be moved and seconded and, if the Chairman requires, must be submitted in writing to the Community Partnerships Team and read aloud before it is put to the meeting.

20.2. A Member may not move or second more than one amendment on any motion.

20.3. Once moved and seconded, a motion or amendment may not be withdrawn without the consent of the Committee.

20.4. With the consent of the Committee a Member may:

20.4.1. alter a motion of which he/she has given notice; or

20.4.2. with the consent of his/her seconder, alter a motion which he/she has moved.

(In either case, the alteration must be one which could be made as an amendment under the following Standing Order).

21. AMENDMENTS

21.1. Every amendment must be relevant to the motion under discussion and will either:

21.1.1. move the reference back

21.1.2. leave out words

21.1.3. add words, or

- 21.1.4. leave out words and add others.
- 21.2. An amendment which forms the negative of the motion will not be allowed.
- 21.3. Whenever an amendment has been moved and seconded, no subsequent amendment may be moved until the first has been dealt with, unless the Chairman decides otherwise.
- 21.4. If an amendment is lost, other amendments may be moved on the motion.
- 21.5. If an amendment is carried, the motion as amended will become the substantive motion on which further amendments may be moved.

22. PROCEDURAL MOTION

“That the question be now put”

- 22.1. Any Member may, at the close of the speech of another Member, move “That the question be now put”.
- 22.2. If he/she considers that there has been adequate debate, the Chairman may put the motion “That the question be now put” without debate. If the motion is carried:
- (a) the Chairman may speak to the motion or amendment under debate, if he/she has not already spoken; and
 - (b) the mover of the motion or amendment may reply.
- 22.3. The motion or amendment will then be put.

23. INTERRUPTIONS AND DISORDERLY CONDUCT

- 23.1. If a member of the public interrupts the proceedings at a meeting the Chairman may ask him/her not to interrupt.
- 23.2. If the interruption continues the Chairman may order his/her removal from the room.
- 23.3. If there is general disturbance in all or part of the public gallery the Chairman may order that part to be cleared.
- 23.4. If a Member behaves in a disorderly or disruptive manner, any Member may move, with the consent of the Chairman, “That the named Member be not further heard”. If this motion is seconded it will be put to the vote and determined without discussion.

23.5. If the motion is carried and the misconduct continues the Chairman may adjourn or suspend the sitting of the Committee for as long as he/she considers appropriate.

24. VOTING

24.1. Voting will be by show of hands unless a Member demands a recorded vote. Where a recorded vote is called, the names of those voting for or against the motion or amendment will be recorded and entered in the minutes.

24.2. Where a demand for a recorded vote is not supported, any Member may require his/her vote for or against the motion to be recorded in the minutes.

24.3. On a formal motion put from the Chairman (e.g. "That the report be received"), the question may be decided by the voice of the Members, unless any Member demands a show of hands.

24.4. If immediately after a vote is taken any Member so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting.

24.5. The person presiding at the meeting, having already voted, may in the event of a tie exercise a second or casting vote.

25. MEMBERS CODE OF CONDUCT

25.1. Members are bound by the Code of Conduct of the authority which appointed them to the Spelthorne Joint Committee and should particularly observe the provisions of their respective Codes concerning the declaration of pecuniary interests when attending meetings of the Spelthorne Joint Committee.

26. INTERESTS OF MEMBERS

26.1. At any meeting where a Member becomes aware that a matter under consideration relates to:

26.1.1. one of their interests that they must disclose in accordance with their respective Council's Codes not already entered on the relevant Council's register and/or

26.1.2. the donor of any gift and/or hospitality they have accepted and not yet entered on the relevant Council's register

The Member must disclose the interest to the meeting and, within 28 days, notify this to either the County Council's Monitoring Officer in the case of County Councillors or the Borough Council's Monitoring Officer in the case of Borough Councillors for inclusion in the register.

27. PARTICIPATION IN RELATION TO DISCLOSABLE PECUNIARY INTERESTS

- 27.1. A Member with a disclosable pecuniary interest in any matter must:
- 27.1.1. not participate in any discussion or vote relating to the matter;
 - 27.1.2. withdraw from the room or chamber when it becomes apparent that the matter is being considered at that meeting;
 - 27.1.3. not exercise functions in relation to that matter; and
 - 27.1.4. not take any steps in relation to the matter (except for the purposes of enabling the matter to be dealt with otherwise than by them) unless he/she has obtained a dispensation from the County Council's Audit and Governance Committee for County Councillors or the Borough Council's Members' for Borough Councillors.

28. ATTENDANCE OF MEMBERS

- 28.1. Members will sign a register of attendance.

29. EXCLUSION OF THE PRESS AND PUBLIC

- 29.1. The Spelthorne Joint Committee may, by resolution, exclude the press and public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure of Exempt or Confidential information as defined by the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

30. SUB-COMMITTEES AND TASK GROUPS

- 30.1. The Spelthorne Joint Committee may appoint:
- 30.1.1. Sub-Committees with power to act to discharge any of its functions as agreed by the Joint Committee.
 - 30.1.2. Task Groups which cannot make decisions but may consider specific matters and report back to a future meeting of the Spelthorne Joint Committee.

31. CONDUCT AT MEETINGS

- 31.1. The conduct of meetings and the interpretation of these Standing Orders are at all times a matter for the Chairman of the meeting whose ruling is final.

32. STANDING ORDERS OF SURREY COUNTY COUNCIL TO APPLY

- 32.1. Save to the extent that a matter is dealt with in these Terms of Reference arrangements, the Spelthorne Joint Committee shall be subject to the County Council's Rules of Procedure contained in its Constitution (in so far as they are relevant, and with the necessary changes being made).
- 32.2. If there is any conflict between these Terms of Reference and those Rules of Procedure, these Terms of Reference shall have precedence.

Overview and Scrutiny Committee

15 March 2016



Title	Support provided by Spelthorne Council for the local business community and for the unemployed		
Purpose of the report	To note		
Report Author	Keith McGroary		
Cabinet Member	Councillor N. Gething	Confidential	No
Corporate Priority	Creating opportunity and prosperity for our borough		
Cabinet Values	Opportunity and Self-Reliance		
Recommendations	<p>Overview and Scrutiny Committee is asked:</p> <p>To note this report and endorse the progress made in supporting local businesses and residents to enhance their economic prosperity.</p>		

1. Key issues

- 1.1 A request was made from the Chairman of Overview & scrutiny with regards to the support SBC currently provides to our business community and unemployed. This report will outline some of the key activities that that Council initiates or supports in achieving a better environment for business and opportunities for the unemployed.
- 1.2 Background: The Borough is small geographically, being only some 7 miles long by 2.5 miles wide. However, it has more business space per hectare than any other Surrey district. With over 940,200m² of business floor space, 4,500 businesses, a population of over 95,000 and over 50,000 residents in employment, it is an important integral part of the sub-regional economy centred at Heathrow. Heathrow is responsible for exporting around 25% of all freight by value within the UK. Spelthorne has excellent connections with the M3 and M25 motorways passing through it as well as the A30 trunk road. The M4 motorway is only 5 minutes travel time away. In terms of the location as a place to set up business compared to other areas, Spelthorne is rated 13th out of a total of 359 local authorities in the UK Competitiveness Index 2013.

2. Support Provided for Business and the Unemployed

- 2.1 This report will summarise some of the key activities that underpin support for the businesses and residents of Spelthorne. In 2013 Spelthorne Borough Council (SBC) produced an economic assessment and accompanying action plan which was endorsed by the Full Council; this has allowed economic development within the Borough to develop in a planned fashion rather than

haphazardly and organically. These documents are currently being refreshed and a new assessment and action plan will be prepared for approval for December 2016.

- 2.2 **Entrepreneurship:** In November 2105 Staines-upon-Thames was identified as the number one town in the whole of the UK to set up and start a new business with 43 new businesses per 10,000 population, compared with the UK average of just 14. One of the factors we believe has influenced those figures was the introduction by the Council of a business advice web-chat service available free of charge to all our residents and businesses situated within the Borough. This facility helps to support and advice fledging businesses in their early formation and beyond, as well as advising existing businesses; something no other local authority in Surrey offers to their communities.
- 2.3 **The Spelthorne Business Forum (sbf)** which was formed about 10 years ago with ongoing direct support from SBC has developed into a serious and popular networking facility for our small businesses; recent innovations include a monthly joint meeting with Hounslow, Surrey and Ashford Chambers of Commerce in partnership with the sbf. The sbf now benefits from a dedicated independent web site; the activities of the sbf are marketed and circulated through Twitter and Linked-in aspects of social media. Around 8 evening and 6 morning SBF events are planned to take place each year; these are generally funded via sponsorship by businesses that wish to promote their services / goods. Consultation has been introduced making use of facilities such as Mail Chimp which allows the sbf Team to deliver members needs rather than trying to second guess them. There are now 500+ members of the sbf.
- 2.4 **Heathrow Business Summit:** SBC advertise and participate in the annual Heathrow Business Summit which generates in the region of £10m of contracts each year. This year we had 11 small businesses from Spelthorne attend which is a record and feedback was excellent. Attending this event is just £50 for a Spelthorne business which connects each business with at least 6 companies that have contracts on offer for work around related goods and services. This compares to £450 for a business outside the counties that surround Heathrow.
- 2.5 **Training:** The economic development team organised a series of training sessions to support and develop the on-line presence of their business in the shape of 4 x 2 hours Digital High Street sessions for small retailers across the Borough; this was well attended and feedback was excellent.
- 2.6 **Key Account Management:** Within the economic strategy key account management (KAM) was an area identified as a weakness not only in this Borough, but also across Surrey. We have now recruited an advisor to support the delivery of a strategy to enable SBC to develop closer relationships with the top businesses situated within the Borough, so we can understand needs and concerns at an earlier stage to assist retention. This also ties in with the activity of the Borough to attract inward investment in the shape of new businesses into the Borough as well as allow pro-active activity to keep existing businesses. A seminar to bring together commercial estate agents and property investors is pencilled in for 23rd March or close to that date to be held at Knowle Green.

- 2.7 **Business Improvement District:** Work is ongoing to support the introduction of a Business Improvement District (BID) within Staines-upon-Thames. This will involve the introduction of a voluntary levy of between 1% - 1½% within the defined area of the BID, which if successful will realise an additional sum of nearly £300k per year, or £1.4m over 5 years. It will be for the BID Board which consists of representatives of the businesses within the BID area to determine its use. The vote will take place on 1st October over 28 days and the result announced on 29th October. The BID levy would be collected at the same time as business rates in April the following year.
- 2.8 **Support for our Secondary Towns:** An application has been submitted to Surrey County Council with regards to capital funding available to support Secondary Towns within Surrey Boroughs. SBC have applied for £350k of funding which Spelthorne Council have already agreed to match fund. This will result in a variety of structural improvements and other opportunities designed to support business over a four year period. Boroughs with successful applications will be informed in April 2016.
- 2.9 **Unemployment** in the Borough has been below 1% for the last 12 months, since August 2015 it has remained at 0.7%, moving to 0.8% in January 2016. The average unemployment rate for Great Britain is 1.5%. With a working population of around 50,000 in the Borough, there are currently 495 persons claiming unemployment benefit of which, just 75 people have been claiming job seekers allowance for 12 months or more. SBC has marketed the free business support to encourage entrepreneurship, particularly amongst those who due to personal factors such as criminal records, disability find it harder to obtain gainful employment. SBC has an excellent relationship with Heathrow and promotes opportunities to attend the Heathrow Academy which provides a gateway to job opportunities within the airport within retail, construction and airside roles. SBC also promote the phenomenally successful annual jobs and careers fair, the last one taking place on 11th February 2016. This event attracts thousands of young people across secondary schools from Spelthorne, Slough, Ealing, Hounslow and Hillingdon. This provides an insight into some of the huge variety of careers on offer from Heathrow and their supply chain; this will include banking, legal, accountancy, engineering and much more.
- 2.10 **Enterprise M3:** SBC works closely with the Local Economic Partnership known as Enterprise M3 which covers half of Surrey and half of Hampshire as a functional economic area. This has resulted in funding which provided for the provision of the Digital High Street training for small retailers / businesses. Opportunities are also available to bid for funding to support transport / construction projects; Brooklands College benefitted with excess of £3m to support the sale of the existing site and provision of brand new accommodation stands at Thomas Knyvett College.

3. **Financial implications**

- 3.1 **Resources:** The Economic Development Team situated within the Council consists of ½ post of Economic Development Manager, and 1 full-time post Economic Development Officer, costing the Council approximately £60k per annum.
- 3.2 **Business Rates:** The Communities and Local Government (CLG) Committee has announced an inquiry into the Government's proposals to allow local authorities to retain 100 per cent of business rates by 2020. This

will not mean Spelthorne, or indeed the Council and Surrey County Council combined, retain fully the business rates, but a large percentage (not yet determined) will be shared with other local authorities across the country that have a poor business rate tax base. This coincides with Government plans to cease paying Councils annual grants. It is important to note that the detail is not yet available, so the proportion a Borough / District would receive and that of SCC has yet to be decided. Further, Councils dependency on business rates comes with a degree of risk, this will manifest if business rates collections drop through businesses leaving the Borough, or non-payment / appeals. This further emphasises the need to ensure that a professional level of key account management is successfully employed so that we retain our businesses and work hard in attracting new companies into the Borough.

4. Other considerations

- 4.1 **Planning:** Economic development is very closely linked to planning; a number of projects are due to be delivered in the next couple of years, particularly around Staines-upon-Thames as well as the development opportunity at Ashford multi-storey car park. The impact of these interventions that enhance the attractiveness of the Borough cannot be underestimated, but have not been included within the parameters of this report. Given the activities, opportunities and improvements listed above, it is suggested that Spelthorne is well placed now and in the future to build upon the competitive advantage it has already created.

5. Timetable for implementation

- 5.1 This report is produced for information purposes, so no timetable has been included.

Background papers: There are none.

Towards a Sustainable Future Task Group Next Steps

Title: Towards a Sustainable Future Leader's Task Group

Date: 22/2/16

Present

Cllr Harvey (Leader)	Cllr Harman (Deputy Leader)	Cllr Madams (Chairman)
Cllr Doran	Cllr Barnard	Angela Tooth (HR)
Debbie O'Sullivan (HR)	Roberto Tambini	Terry Collier

Apologies: Lee O'Neil

Next Steps

No.	Action	<input type="checkbox"/>	<input type="checkbox"/>
1	<p>Context to and rationale for TaSF Roberto ran through the financial and organisational context, and the detailed consultative process the Council undertook with respect to the proposed senior management restructure. Roberto highlighted the three strands of the broader TASF programme:</p> <ul style="list-style-type: none"> • Income generation • Assets, Relocation and new ways of working • Structure including alternative delivery models, partnerships, democratic review and management structure <p>Cllr Barnard commented on the exercise he was asked to undertake by the Leader to review the TaSF proposals. Cllr Barnard thanked Lee and Roberto for the time they spent with him explaining the proposals and responding to his questions. Cllr Barnard highlighted the significant reduction in senior management numbers already achieved by the Council over the last five years or so with number at head of service or above falling from 19 to 11 people. Cllr Barnard confirmed that he agreed that a robust process had been undertaken and that the management restructure should now get underway.</p> <p>The Task Group recognised the adverse impact on staff morale, particularly heads of service, which had occurred as a result of the process having been put on hold. The Chairman of the Task Group commented that the proposals helped address the issues around resilience and competitive remuneration which had raised on previous occasions in her role on Audit Committee.</p> <p>The Task Group recognised the pool of talent in the Council's managers and emphasised the importance of ensuring that we support and develop managers.</p> <p><i>The Task Group unanimously agreed to commence as quickly as possible the selection process for the Group Head posts.</i></p> <p><i>Cllrs to take away packs and read through</i></p>	MAT & HR	Cllrs

Towards a Sustainable Future Task Group Next Steps

2	<p>Advert for Group Heads</p> <p>The Task Group discussed the draft text and requested some tweaking to address:</p> <ul style="list-style-type: none"> • Emphasising this is an exciting opportunity for managers • Making reference to the role of Group Heads including developing staff • Provide details of whom the candidates can contact <p>Meeting agreed officers would make amendments and recirculate the advert electronically by the end of the week to enable the advert to be issued the following week.</p> <p>Aim to issue adverts in week commencing 29/2</p>	<p>MAT& HR Cllrs</p> <p>MAT & HR</p>	<p>23/2 26/2</p>
3	<p>Training and Development</p> <p>Leader commented that the proposals provided clear succession paths. Task Group discussed importance of providing an appropriate level of training and support to develop staff.</p>		
	<p>Diary date and time of next meeting:</p> <p>Date: 21 March – when the long list will be discussed</p> <p>Time: 4.45pm</p> <p>Place: Chief Executive’s Office</p>	All	

Meeting Next Steps

Title: Leader's Task Group – All Other Assets

Date: 10 February 2016

Present:

Councillor Harman	Councillor Spoor	Councillor Chandler
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In attendance:

Cathy Munro	Dave Phillips	
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Apologies:

Next Steps

No.	Action	By whom	When
1.	Apologies	TH	
2.	<p>Update - Cathy</p> <p>Cathy gave an update on the strategic level asset projects including Airport Parking, Short Lane and the Leisure Centre with expected income, next steps and timescales.</p>	CM	
3.	<p>Estates</p> <p>Dave gave an update on estates issues including The Bugle site which has now been purchased by SBC.</p>	DP	
4.	<p>Future of Task Group</p> <p>Cllr Harman stated that he was unaware of the Leader's intentions regarding the future of the Task Group so it would meet again in April 2016</p>	TH	
5.	<p>Date of Next Meeting</p> <p>The date of the next meeting is Thursday 7 April 2016 at 10.00 a.m. in the Trevor Baker Room</p>	All	07.04.16

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Spelthorne Borough Council Cabinet Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Cabinet expects to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Cabinet which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

The members of the Cabinet and their areas of responsibility are:

Cllr I.T.E. Harvey	Leader of the Council	Cllr.harvey@spelthorne.gov.uk
Cllr A.C. Harman	Deputy Leader	Cllr.harman@spelthorne.gov.uk
Cllr. M.M. Attewell	Community Wellbeing	Cllr.attewell@spelthorne.gov.uk
Cllr C. Barnard	Corporate Management	Cllr.barnard@spelthorne.gov.uk
Cllr N. Gething	Planning and Economic Development	Cllr.gething@spelthorne.gov.uk
Cllr A.J. Mitchell	Environment and Compliance	Cllr.mitchell@spelthorne.gov.uk
Cllr J.M. Pinkerton OBE	Housing	Cllr.pinkertonj@spelthorne.gov.uk
Cllr H.R. Williams	Finance and Customer Services	Cllr.williams@spelthorne.gov.uk

Whilst the majority of the Cabinet's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Cabinet meetings listed below may be held in private where exempt and / or confidential information is due to be considered.

Representations regarding this should be made to committee.services@spelthorne.gov.uk

Please direct any enquiries about this Plan to the Principal Committee Manager, Greg Halliwell, at the Council offices on 01784 446267 or e-mail g.halliwell@spelthorne.gov.uk

Published on 3 March

Spelthorne Borough Council

Cabinet Forward Plan and Key Decisions for 3 March 2016 to 31 July 2016

Date of decision and decision maker	Matter for consideration	Why is this a Key Decision?	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 27 Apr 2016 Council 28 Apr 2016	Review of Members' Allowances	This is not a Key Decision	Public	Gillian Hobbs, Committee Manager Portfolio Holder for Finance and Customer Services
Cabinet 27 Apr 2016	Caravan Site Fee Policy To agree a policy for charging fees to caravan sites under the Mobile Homes Act 2013.	This is not a Key Decision	Public	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Environment and Compliance
Cabinet 27 Apr 2016	Council Tax and Business Rates write-offs	This is not a Key Decision	Public	Linda Norman, Head of Customer Services Portfolio Holder for Finance and Customer Services
Cabinet 27 Apr 2016 Council 19 May 2016	Corporate Plan To recommend to Council the adoption of the Corporate Plan for 2016-2019.	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Lee O'Neil, Deputy Chief Executive Leader of the Council
Cabinet 27 Apr 2016	Landlord Rent Guarantee Scheme	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Deborah Ashman, (Joint) Head of Housing and Independent Living Portfolio Holder for Housing
Cabinet 27 Apr 2016	Waste Services and Waste Vehicles Project To agree the recommendations on service changes to allow procurement of vehicles for collection of rubbish and recycling.	It is likely to result in the Council incurring expenditure above or making savings of up to £100,000	Public	Sandy Muirhead, Head of Environment Services Portfolio Holder for Environment and Compliance

Date of decision and decision maker	Matter for consideration	Why is this a Key Decision?	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 27 Apr 2016	Recommendation from Audit Committee on Corporate Risk Management	This is not a Key Decision	Public	Samuel Nicholls, Committee Manager Portfolio Holder for Finance and Customer Services
Cabinet 27 Apr 2016	Business Improvement District (BID)	This is not a Key Decision	Public	Keith McGroary, Community Safety and Economic Development Manager Portfolio Holder for Planning and Economic Development
Cabinet 27 Apr 2016	Proposals for devolution - Three Southern Counties Governance arrangements	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Head of Environment Services Leader of the Council
Cabinet 27 Apr 2016 Council 28 Apr 2016	Review of the Constitution 2015 To consider the annual review of the Council's Constitution.	This is not a Key Decision	Public	Michael Graham, Head of Corporate Governance Leader of the Council
Cabinet 27 Apr 2016	Shepperton Site Options	This is not a Key Decision	Public	Dave Phillips, (Joint) Head of Asset Management Portfolio Holder for Planning and Economic Development
Cabinet but before 27 Apr 2016	Acquisition of property(ies) in Sunbury Cross	It is likely to result in the Council incurring expenditure above or making savings of up to £100,000	Private	Heather Morgan, Regeneration Manager Leader of the Council
Cabinet 27 Apr 2016 Council 28 Apr 2016	Amendment to Pay Policy Statement		Public	Debbie O'Sullivan Portfolio Holder for Corporate Management

Date of decision and decision maker	Matter for consideration	Why is this a Key Decision?	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 27 Apr 2016	Health and Wellbeing Strategy To adopt a Health and Wellbeing Strategy for Spelthorne.	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Lisa Stonehouse, Leisure Services Manager Portfolio Holder for Community and Wellbeing

Overview and Scrutiny Committee Work Programme March 2016

Date of Meeting	ISSUE	Lead Officer	Objectives
15 March 2016	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Spelthorne Joint Committee	Michael Graham/Cllr Harvey	To receive a report from Head of Corporate Governance on proposals for a Spelthorne Joint Committee.
	3. Small/medium enterprise and job creation	Keith McGroary/Cllr	To receive a report on initiatives the Council is promoting to support small/medium enterprise
	4. Leader's Task Groups update	Lead Councillor	To receive update reports on the work of the Task Groups
	5. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest from the Forward Plan.

Items identified for inclusion in future work programme yet to be scheduled:

- Corporate Plan Review
- Agile working
- Complaints procedure
- Staff performance v Council priorities
- Affordable housing and infrastructure provision – September 2016.
- Planning Enforcement Policy
- Review of Community Infrastructure Levy and Infrastructure provision (a review of the first year's operation of CIL and the effectiveness of the infrastructure delivery plan) – November 2016
- Health Service (GP surgeries) provision

