



Agenda and Reports  
for the Annual meeting of  
**THE COUNTY COUNCIL**  
to be held on  
**21 MAY 2024**

(i)

(ii)

Woodhatch Place  
Reigate  
Surrey

Monday, 13 May 2024

TO THE MEMBERS OF SURREY COUNTY COUNCIL

### **SUMMONS TO MEETING**

You are hereby summoned to attend the meeting of the Council to be held at Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF, on Tuesday, 21 May 2024, beginning at 10.00 am, for the purpose of transacting the business specified in the Agenda set out overleaf.

LEIGH WHITEHOUSE  
Interim Chief Executive

**Note 1:** *This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.*

*Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.*

*If you have any queries regarding this, please contact the representative of Legal and Democratic Services at the meeting.*

**If you would like a copy of this agenda or the attached papers in another format, e.g. large print or braille, or another language, please email Amelia Christopher on [amelia.christopher@surreycc.gov.uk](mailto:amelia.christopher@surreycc.gov.uk)**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Amelia Christopher on 07929 725663 or via the email address above.**

## **1 CHAIR**

1. To elect a Chair for the Council Year 2024/25.
2. The Chair to make the statutory declaration of acceptance of office.

## **2 APOLOGIES FOR ABSENCE**

The Chair to report apologies for absence.

## **3 MINUTES**

(Pages 9  
- 40)

To confirm the minutes of the meetings of the Council held on 19 March 2024 and 9 April 2024.

## **4 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

## **5 CHAIR'S ANNOUNCEMENTS**

### **Welcome**

Welcome everyone to the Council's Annual General Meeting. I find it incredible that a whole year has passed since I became Chair of our Council – and what a year it has been. It is something of an understatement to say it has flown by. I have thoroughly enjoyed my first year as Chair and I am immensely looking forward to the next year.

A friendly reminder that following the meeting, lunch is provided for Members and CLT who have requested it. Please do join me in the canteen. I look forward to seeing you all there.

### **Chris Norman RIP**

I am afraid I begin with the sad news of the passing of Chris Norman, former Conservative councillor in the Chertsey division. Chris passed away in April, after a long battle with illness. Some of you will remember

Chris, who retired from public office in 2017 having served two terms as a county councillor. I am sure you will join me in sending condolences to his wife Judith.

### **Installation of the High Sheriff of Surrey, 2024-25**

In March I attended the installation of the High Sheriff of Surrey 2024-25, Shahid Azeem. This is Shahid's second term as High Sheriff, having served in 2020-21, and I am delighted that I will be in post as Chair for Shahid's year. His theme for his term of office is 'interfaith and community cohesion'. I wish Shahid a highly productive and enjoyable year.

### **Chair's Theme: Celebrating Diverse Communities**

As you are aware, my theme for my time as Chair is 'Celebrating Diverse Communities'. Throughout the past year I have met with many organisations and individuals who do so much to support, celebrate and empower many of the different communities in our county. Surrey is a richly diverse county and it has been a fantastic yet deeply humbling experience to discover and learn more about the various cultures, communities and individuals that have made our great county their home.

Amongst the communities and organisations I have supported, is the wonderful Surrey Youth Focus, who I am sure you are all familiar with. I have been able to help fund very valuable research into exploring 'inclusion' for children and young people with neurodiverse traits, to amplify their voices to influence the difference they would like to see in their communities. This project aims to address the needs expressed by young people who are both neurodiverse and have another protected characteristic or need, such as being from a minority ethnic background or living in poverty. I will share the outcomes with you all in due course.

I have also supported the Surrey Coalition of Disabled People (SCDP) to purchase IT equipment for those they support, in order to help with on-going employment and job opportunities; to connect with others over the internet; and have the opportunity to engage more with life and with people that many of us so often take for granted. Technology really can be an invaluable lifeline for so many people with disabilities and SCDP does a marvellous job in supporting those who need it.

As well as these larger organisations, I have visited and supported many smaller groups and communities throughout our county, such as Briars Field Forest School and Mindfulness for SEN, a charity which aims to improve the lives of SEN (Special Educational Needs) children and their families through outdoor activities and nature; LeatherHEAD Start, which provides emergency, short-term accommodation for the homeless; Egham Constellations, a swimming club for the disabled; and Global Grooves Foundation, which promotes cultural interaction in the community – amongst many others.

Throughout my next year as Chair, I look forward to working more closely with SCC's diverse communities and networks and offering support and a voice where I can.

If you would like to learn more about the organisations I have been supporting, or would like to nominate a group or charity for me to visit, please do get in touch with my office.

**Thank You**

As always, I would like to say a big 'thank you' to Surrey County Council's officers who do such an outstanding job of supporting Members and serving and protecting our residents. Thank you for all that you do. Please do keep it up!

**6 VICE-CHAIR**

1. To elect a Vice-Chair for the Council Year 2024/25.
2. The Vice-Chair to make the statutory declaration of acceptance of office.

**7 LEADER'S STATEMENT**

The Leader to make a statement.

There will be an opportunity for Members to ask questions and/or make comments.

**8 CHANGES TO CABINET PORTFOLIOS**

(Pages  
41 - 42)

Council is asked to note the Leader's changes to Cabinet Portfolios.

**9 ANNUAL REVIEW OF POLITICAL PROPORTIONALITY**

To formally review the proportional political allocation of places on committees and to adopt a scheme of proportionality for the Council Year 2024/25.

*(Note: report to follow)*

**10 APPOINTMENT OF COMMITTEES**

To appoint Members of the various Boards / Committees of the Council for the Council Year 2024/25 subject to any changes of membership to be reported to the meeting by Group Leaders.

*(Note: report to follow)*

**11 ELECTION OF COMMITTEE CHAIRMEN AND VICE-CHAIRMEN**

To elect Chairmen and Vice-Chairmen of Committees for the Council Year 2024/25.

*(Note: report to follow)*

**12 APPOINTMENT OF INTERIM HEAD OF PAID SERVICE**

(Pages  
43 - 44)

The purpose of this report is to request that County Council approves the appointment of an Interim Head of Paid Service.

**13 APPOINTMENT OF INDEPENDENT MEMBER TO THE AUDIT AND GOVERNANCE COMMITTEE** (Pages 45 - 48)

Council is asked to ratify the appointment of the Independent Member to the Audit and Governance Committee for a period of four years as detailed in the report.

**14 AMENDMENTS TO THE CONSTITUTION** (Pages 49 - 70)

It is the Council's responsibility to approve changes to the Council's Constitution. Amendments to Executive functions are the responsibility of the Leader and are brought to Council to note.

This report sets out proposed changes to:

- Part 3 – Responsibility for Functions and Scheme of Delegation – Proper Officer Functions (Part 3, Section 3, Part 4).
- Part 6 – Codes and Protocols – Officer Code of Conduct (Part 6 (03)).

These changes are brought to Council for formal approval in accordance with Articles 4.09, 5.02 and 11.02 of the Council's Constitution.

A recent amendment to Executive functions in relation to the governance of the Basingstoke Canal is brought to Council for noting.

**15 MEMBERS' QUESTION TIME**

The Leader of the Council, the Deputy Leader or the appropriate Member of the Cabinet or the chairman of a committee to answer any questions on any matter relating to the powers and duties of the County Council, or which affects the county.

***(Note: Notice of questions in respect of the above item on the agenda must be given in writing, preferably by e-mail, to Democratic Services by 12 noon on Wednesday 15 May 2024).***

**16 STATEMENTS BY MEMBERS**

Any Member may make a statement at the meeting on a local issue of current or future concern.

***(Note: Notice of statements must be given in writing, preferably by e-mail, to Democratic Services by 12 noon on Monday 20 May 2024).***

**17 REPORT OF THE CABINET** (Pages 71 - 76)

To receive the report of the meetings of the Cabinet held on 26 March 2024 and 23 April 2024.

**18 MINUTES OF CABINET MEETINGS** (Pages 77 - 96)

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to Democratic Services by 12 noon on Monday 20 May 2024.

**MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

Members of the public and the press may use social media or mobile devices in silent mode during meetings. Public Wi-Fi is available; please ask the committee manager for details.

Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager prior to the start of the meeting so that the meeting can be made aware of any filming taking place.

The use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to any Council equipment or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

Thank you for your co-operation