



Agenda and Reports  
for the Extraordinary meeting of  
**THE COUNTY COUNCIL**  
to be held on

**9 APRIL 2024**

Woodhatch Place  
Reigate  
Surrey

Thursday, 28 March 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 in the Council Chamber, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF, on Tuesday, 9 April 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 Chairman 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@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.**

(ii)

## **1 APOLOGIES FOR ABSENCE**

The Chair to report apologies for absence.

## **2 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.

## **3 APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

(Pages 5  
- 6)

The People, Performance and Development Committee recommends that:

- a. the Council appoints the candidate named in the supplementary report to follow as Chief Executive and Head of the Council's Paid Service of Surrey County Council.
- b. that Council appoints the preferred candidate for the Chief Executive as the Returning Officer for Surrey County Council.
- c. that the Council approves that Leigh Whitehouse will continue as the Interim Chief Executive and Head of the Council's paid service of Surrey County Council until the new permanent Chief Executive takes up their position, or until Leigh Whitehouse leaves the Council to take up his new role as Chief Executive of West Sussex County Council.
- d. that the Council approves that Anna D'Alessandro continues as Interim Statutory Section 151 Officer.

**4 APPOINTMENT OF INTERIM MONITORING OFFICER**

(Pages 7  
- 8)

The purpose of this report is to request that County Council approves the appointment of an Interim Monitoring Officer.

**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.

*County Council Meeting – 9 April 2024*

## **REPORT OF THE PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE**

- \* Tim Oliver (Chairman)
- \* Denise Turner-Stewart (Vice-Chairman)
- \* Catherine Powell
- \* Mark Nuti
- \* Sinead Mooney
- \* Will Forster

\* = Present

### **A. APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

1. The People, Performance and Development Committee met on 27 March 2024 to conduct final interviews for the role of Chief Executive at Surrey County Council. At the culmination of a comprehensive assessment and selection process the Committee interviewed three shortlisted candidates for the post and, following in depth discussion of each candidates' merits, one candidate was selected as the person it is recommending that the County Council appoints to the role of Chief Executive.
2. A supplementary report will be published by 8 April 2024 to provide the name of the candidate and details of their experience and qualifications for the role.
3. The Officers Employment Procedure Rules requires every Cabinet Member to be notified of the proposed appointment and of their right of objection within the period specified in the notification. This process is still underway at the time of publishing this report.
4. The People, Performance and Development Committee **RECOMMENDS** that the Council appoints the candidate named in the supplementary report to follow as Chief Executive and Head of the Council's Paid Service of Surrey County Council.

### **B. RETURNING OFFICER**

5. The Representation of the People Act 1985 Section 35 requires the council to appoint an officer of the council to be the Returning Officer in local elections. Although the Returning Officer is an officer of the council, the role holds personal responsibilities independent and separate from the holder's duties as an employee of the council.
6. The role of the Returning Officer may include the power to:
  - Determine the details and timings of the electoral event;
  - Make decisions on breaches of rule;
  - Determine candidate eligibility;
  - Make judgements on procedural issues or errors that may arise during a ballot;

- Consider all matters that may arise in the wider environment in which the electoral event is being conducted; and
  - Declare candidates elected or options selected.
7. At an election, the Returning Officer may appoint deputies to carry out specific election-related tasks and responsibilities. Habitually, Surrey County Council's elections are carried out by officers in the county's District and Borough Council elections teams, to whom the Returning Officer formally delegates specific tasks.
  8. Surrey's Returning Officer is customarily the Chief Executive of the council and, accordingly, it is **RECOMMENDED** that Council appoints the preferred candidate for the Chief Executive as the Returning Officer for Surrey County Council.

**C. INTERIM CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

9. It is **RECOMMENDED** that the Council approves that Leigh Whitehouse will continue as the Interim Chief Executive and Head of the Council's paid service of Surrey County Council until the new permanent Chief Executive takes up their position, or until Leigh Whitehouse leaves the Council to take up his new role as Chief Executive of West Sussex County Council (the date of which is to be confirmed at the time of publishing this report).

**D. REALLOCATION OF STATUTORY SECTION 151 OFFICER RESPONSIBILITY**

10. It is **RECOMMENDED** that the Council approves that Anna D'Alessandro continues as Interim Statutory Section 151 Officer.

**Tim Oliver**  
**Chairman of the People, Performance and Development Committee**  
**28 March 2024**



## OFFICER REPORT TO COUNCIL

9 APRIL 2024

### APPOINTMENT OF INTERIM MONITORING OFFICER

#### **KEY ISSUE/DECISION:**

The purpose of this report is to request that County Council approves the appointment of an Interim Monitoring Officer.

#### **BACKGROUND:**

1. Section 5 of the Local Government and Housing Act 1989 requires the Council to designate one of its officers as the Monitoring Officer. The Monitoring Officer may not also be the Council's Chief Finance Officer or the Chief Executive/Head of Paid Service.
2. The functions of the Monitoring Officer include:
  - oversight and reporting of the operation of the Council's Constitutional; arrangements and the decision making processes;
  - reporting on unlawfulness and maladministration;
  - investigating allegations of breach of the Code of Conduct; and
  - seeking rulings from the Council's Independent Person and arranging meetings of the Member Conduct Panel.
3. Paul Evans, the Director of Law and Governance and Monitoring Officer, will be leaving the Council on 22 April 2024. The People, Performance and Development Committee (PPDC) is currently undertaking recruitment to the permanent role and hopes to be able to recommend an appointment to commence in around 4 months' time (given notice periods).
4. Pending the permanent appointment of a new Director of Law and Governance, a short-term arrangement needs to be put in place to cover the Director and Monitoring Officer role and ensure that the Council complies with its statutory obligations. Officers have interviewed several candidates and PPDC members have agreed that the recommended candidate meets with the Chairman of PPDC prior to recommendation to Council. That meeting will take place prior to the

Council meeting on 9 April with an updated report sent to Members providing the candidate's details.

**RECOMMENDATION:**

That the County Council appoints the candidate named in the supplementary report to follow to act as Interim Monitoring Officer for Surrey County Council with effect from the date set out in the supplementary report.

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**Lead/Contact Officers:**

Anna D'Alessandro, Director of Finance – Corporate & Commercial and Interim Section 151 Officer – [Anna.DAlessandro@surreycc.gov.uk](mailto:Anna.DAlessandro@surreycc.gov.uk)

**Sources/background papers:**

None

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