

<b>T A N D R I D G E   D I S T R I C T   C O U N C I L</b>	
<b>REPORT TO COUNCIL - 7<sup>TH</sup> MAY 2020 - AGENDA ITEM 7</b>	
<b>DISCRETION TO DISPENSE WITH A 2020 ANNUAL COUNCIL MEETING AND ASSOCIATED MATTERS</b>	
Report of:	Elaine Jackson – Chief Executive <a href="mailto:ejackson@tandridge.gov.uk">ejackson@tandridge.gov.uk</a>
Purpose of Report:	To propose the cancellation of the Annual Council meeting scheduled for the 21 <sup>st</sup> May 2020 and, should that be agreed, to present issues for noting / determination arising from the cancellation.
Publication status:	Unrestricted
Recommendations:	<p>That:</p> <p>A. the Annual Council meeting scheduled for the 21<sup>st</sup> May 2020 be cancelled;</p> <p>B. subject to D to F below, it be noted that the following shall remain unchanged until the Annual Council meeting in May 2021:</p> <p style="padding-left: 40px;">(i) the Chairmen and Vice Chairmen of Council, Committees and Sub-Committees</p> <p style="padding-left: 40px;">(ii) the allocation of seats to and membership of Committees and Sub-Committees, including Chairmen and Vice Chairmen (subject to the Overview &amp; Scrutiny Committee having to elect a new Chairman at its next meeting)</p> <p style="padding-left: 40px;">(iii) appointments to outside bodies;</p> <p>C. the unchanged timetable of meetings for 2020/21 as attached at Appendix A be noted, notwithstanding any future agreed changes to the starting times of those meetings and the rights of Committee chairmen to cancel meetings due to lack of business or to convene additional meetings;</p> <p>D. it be noted that, following consultation with Group Leaders, the membership of Committees and Sub-Committees for 2020/21 be as attached at Appendix B;</p> <p>E. appointments be made to the following vacant outside body positions for 2020/21:</p> <ul style="list-style-type: none"> <li>• Surrey Police &amp; Crime Panel</li> <li>• Felbridge Sports Association</li> </ul>

	<p>F. the Council determines whether it wishes to nominate Members to serve on the following Surrey wide bodies for the period 2020/21 to 2022/23 (any such nominations will be considered and determined by the Surrey Leaders' Group):</p> <ul style="list-style-type: none"> <li>• Adults &amp; Health Select Committee (one nomination allowed – any such nominee from Tandridge should be a member of the Overview &amp; Scrutiny Committee)</li> <li>• Countryside Access Forum (one nomination allowed)</li> </ul>
Appendices:	<p>'A' – timetable of meetings for 2020/21 (page 4)  'B' - Committee and Sub-Committee membership for 2020/21 (page 6)  'C' - outside body vacancies (page 11)</p>
Background papers defined by the Local Government (Access to Information) Act 1985: None	

## 1. Background

- 1.1 The *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* (hereafter referred to as “the Regulations”) came into force on the 4<sup>th</sup> April 2020.
- 1.2 The Regulations enable Councils to cancel meetings otherwise required by separate legislation, including Annual Council. Should this transpire, existing appointments (ordinarily approved at Annual Council) will continue until the next annual meeting, or until such other time as the Council may determine.

## 2. Functions of the Annual Council meeting

- 2.1 In normal circumstances, an Annual Council meeting would be held within three weeks of local elections. The main purpose of an Annual Council meeting at Tandridge would be to make the following appointments for the municipal year ahead:
- a Chairman and Vice-Chairman of Council;
  - committees, including the allocation of seats to political groups in accordance with proportionality requirements and to confirm the membership of committees (notwithstanding the subsequent rights of group leaders to vary their group's membership of committees in so far as the seats allocated to their groups are concerned)
  - Members to serve on outside bodies/
- 2.2. At the same meeting, the Council would also note the timetable of Council and Committee meeting for the forthcoming year and receive any reports of committees which may be outstanding, including the consideration of any recommendations requiring council ratification.
- 2.3 The Chairmen and Vice-Chairmen of Committees for year ahead would then be appointed by the Committees themselves at separate meetings immediately after Annual Council.

3. Proposed way forward for 2020/21

- 3.1 It is proposed that the Annual Council meeting scheduled for the 21<sup>st</sup> May 2020 be cancelled and that Councillors Pursehouse and Morrow continue in their roles as Chairman and Vice-Chairman of Council throughout 2020/21.
- 3.2 It is proposed that committees will continue to operate throughout 2020/21 as at present, i.e. with the same terms of reference, allocation of seats, membership and chairmen / vice chairmen. Outside body appointments would also be carried forward. However, the following exceptions to a blanket replication are necessary / proposed:
- (i) new appointments need to be made in respect of the committee seats and outside body memberships held by the late Ken Harwood; and
  - (ii) the Council is invited to consider whether it wishes to submit nominations to the Surrey Leaders' Group regarding vacant positions on two county wide organisations, namely the Adults & Health Select Committee (O&S members only) and the Countryside Access Forum.
- 3.3 Further information about the outside body appointments referred to in (ii) and (iii) above is provided at Appendix C (page 11).

----- end of report -----

## APPENDIX A

## APPENDIX A

## TIMETABLE OF MEETINGS 2020/21

MAY 2020	JUNE 2020	JULY 2020	AUGUST 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020
1Fri	1Mon	1Weds	1Sat	1Tues	1Thurs P	1Sun	1Tues
2Sat	2Tues	2Thurs	2Sun	2Weds	2Fri	2Mon	2Weds
3Sun	3Weds	3Fri	3Mon	3Thurs P	3Sat	3Tues O&S <sup>3</sup>	3Thurs P
4Mon	4Thurs	4Sat	4Tues	4Fri	4Sun	4Weds	4Fri
5Tues	5Fri	5Sun	5Weds	5Sat	5Mon	5Thurs P	5Sat
6Weds	6Sat	6Mon	6Thurs	6Sun	6Tues	6Fri	6Sun
7Thurs	7Sun	7Tues	7Fri	7Mon	7Weds	7Sat	7Mon
8Fri BH	8Mon	8Weds	8 Sat	8Tues	8Thurs	8Sun	8Tues
9 Sat	9Tues	9Thurs	9Sat	9Weds	9Fri	9Mon	9Weds
10Sun	10Weds	10Fri	10Mon	10Thurs CS	10Sat	10Tues	10Thurs C
11Mon	11Thurs S&R	11Sat	11Tues	11Fri	11Sun	11Weds	11Fri
12Tues	12Fri	12Sun	12Weds	12Sat	12Mon	12Thurs CS	12Sat
13Weds	13 Sat	13Mon	13Thurs	13Sun	13Tues	13Fri	13Sun
14Thurs	14Sun	14Tues	14Fri	14Mon	14Weds	14Sat	14Mon
15Fri	15Mon	15Weds	15Sat	15Tues	15Thurs	15Sun	15Tues
16 Sat	16Tues CS	16Thurs C	16Sun	16Weds	16Fri	16Mon	16Weds
17Sun	17Weds	17Fri	17Mon	17Thurs H	17Sat	17Tues PP	17Thurs
18Mon	18Thurs H	18 Sat	18Tues	18Fri	18Sun	18Weds	18Fri
19Tues S&R	19Fri	19Sun	19Weds	19Sat	19Mon	19Thurs H	19 Sat
20Weds	20Sat	20Mon	20Thurs	20Sun	20Tues	20Fri	20Sun
21Thurs	21Sun	21Tues	21Fri	21Mon	21Weds	21Sat	21Mon
22Fri	22Mon	22Weds	22Sat	22Tues S&R	22Thurs C	22Sun	22Tues
23 Sat	23Tues PP	23Thurs P	23Sun	23Weds	23Fri	23Mon	23Weds
24Sun	24Weds	24Fri	24Mon	24Thurs PP	24 Sat	24Tues S&R	24Thurs
25Mon BH	25Thurs P	25Sat	25Tues	25Fri	25Sun	25Weds	25Fri BH
26Tues	26Fri	26Sun	26Weds	26Sat	26Mon	26Thurs	26 Sat
27Weds	27Sat	27Mon	27Thurs	27Sun	27Tues	27Fri	27Sun
28Thurs P	28Sun	28Tues S&R <sup>1</sup>	28Fri	28Mon	28Weds	28Sat	28Mon BH
29Fri	29Mon	29Weds	29 Sat	29Tues O&S	29Thurs	29Sun	29Tues
30Sat	30Tues	30Thurs O&S <sup>2</sup>	30Sun	30Weds	30Fri	30Mon	30Weds
31Sun		31Fri	31Mon BH		31Sat		31Thurs

JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021
1Fri BH	1Mon	1Mon	1Thurs	1Sat
2Sat	2Tues S&R <sup>5</sup>	2Tues	2Fri BH	2Sun
3Sun	3Weds	3Weds	3Sat	3Mon BH
4Mon	4Thurs P	4Thurs P	4Sun	4Tues
5Tues	5Fri	5Fri	5Mon BH	5Weds
6Weds	6Sat	6Sat	6Tues	6Thurs Elections
7Thurs P	7Sun	7Sun	7Weds	7Fri
8Fri	8Mon	8Mon	8Thurs	8Sat
9Sat	9Tues	9Tues CS	9Fri	9Sun
10Sun	10Weds	10Weds	10Sat	10Mon
11Mon	11Thurs C <sup>6</sup>	11Thurs H	11Sun	11Tues
12Tues	12Fri	12Fri	12Mon	12Weds
13Weds	13Sat	13Sat	13Tues	13Thurs
14Thurs	14Sun	14Sun	14Weds	14Fri
15Fri	15Mon	15Mon	15Thurs	15 Sat
16Sat	16Tues	16Tues	16Fri	16Sun
17Sun	17Weds	17Weds	17Sat	17Mon
18Mon CS <sup>4</sup>	18Thurs	18Thurs PP	18Sun	18Tues
19Tues H <sup>4</sup>	19Fri	19Fri	19Mon	19Weds
20Weds PP <sup>4</sup>	20Sat	20Sat	20Tues	20Thurs
21Thurs S&R <sup>4</sup>	21Sun	21Sun	21Weds	21Fri
22Fri	22Mon	22Mon	22Thurs C	22Sat
23Sat	23Tues	23Tues	23Fri	23Sun
24Sun	24Weds	24Weds	24 Sat	24Mon
25Mon	25Thurs	25Thurs S&R	25Sun	25Tues
26Tues	26Fri	26Fri	26Mon	26Weds
27Weds	27Sat	27Sat	27Tues	27Thurs AC
28Thurs O&S	28Sun	28Sun	28Weds	28Fri
29Fri		29Mon	29Thurs P	29 Sat
30Sat		30Tues O&S	30Fri	30Sun
31Sun		31Weds		31Mon BH

## KEY TO CODING

AC	Annual Council
BH	Bank Holiday
C	Council
CS	Community Services Committee
H	Housing Committee
L	Licensing Committee
OS	Overview & Scrutiny Committee
P	Planning Committee
PP	Planning Policy Committee
S&R	Strategy & Resources Committee

1= to approve final accounts

2= to receive the external audit of the final accounts

3 = community safety summit

4 = budget setting meetings

5= to recommend Council Tax and budget for 21//22

6= to set Council Tax and budget for 21/22

School holidays

## APPENDIX 'B'

## APPENDIX 'B'

## TDC COMMITTEE AND SUB-COMMITTEE MEMBERSHIPS FOR 2020/21

<b>Community Services Committee</b>		
1	Conservative	<b>Connolly (C)</b>
2	Conservative	<b>Milton</b>
3	Conservative	<b>Ridge</b>
4	Conservative	<b>Vickers (VC)</b>
5	IND and OLRG	<b>Stamp</b>
6	IND and OLRG	<b>Swann</b>
7	IND and OLRG	<b>N. White</b>
8	IND and OLRG	<b>Wren</b>
9	Liberal Democrat	<b>Lee</b>
10	Liberal Democrat	<b>Mansfield</b>
11	Liberal Democrat	<b>Orrick</b>
<i>Sub</i>	<i>Conservative</i>	<i>Blake-Thomas</i>
<i>Sub</i>	<i>IND and OLRG</i>	<i>Mills</i>
<i>Sub</i>	<i>Liberal Democrat</i>	<i>Rujbally</i>

<b>Regulatory Sub-Committee (parent Committee is Community Services)</b>		
		<b>Councillors:</b>
1 <sup>st</sup> principal member	Con	Connolly
2 <sup>nd</sup> principal member	IND and OLRG	Stamp
3 <sup>rd</sup> principal member	Lib Dem	Mansfield
<p>In the event of one or more of the three principal members being unable to attend a Sub-Committee meeting, their places shall be filled by selecting substitutes from the main Committee.</p>		

<b>Housing Committee</b>		
1	Conservative	<b>Blake-Thomas</b>
2	Conservative	<b>Fitzgerald (VC)</b>
3	Conservative	<b>Parker (C)</b>
4	Conservative	<b>Ridge</b>
5	Conservative	<b>Steeds</b>
6	IND and OLRG	<b>Langton</b>
7	IND and OLRG	<b>Mills</b>
8	IND and OLRG	<b>C. White</b>
9	IND and OLRG	<b>Wren</b>
10	Liberal Democrat	<b>Gray</b>
11	Liberal Democrat	<b>Jones</b>
12	Liberal Democrat	<b>Morrow</b>
13	Independent Group	<b>Allen</b>
<i>Sub</i>	<i>Conservative</i>	<i>Connolly</i>
<i>Sub</i>	<i>IND and OLRG</i>	<i>Blackwell</i>
<i>Sub</i>	<i>Liberal Democrat</i>	<i>Orrick</i>
<i>Sub</i>	<i>Independent Group</i>	<i>Pursehouse</i>

<b>Licensing Committee</b>		
1	Conservative	<b>Cooley (VC)</b>
2	Conservative	<b>Parker</b>
3	Conservative	<b>Ridge</b>
4	Conservative	<b>Steeds (C)</b>
5	IND and OLRG	<b>Mills</b>
6	IND and OLRG	<b>Stamp</b>
7	IND and OLRG	<b>Wren</b>
8	Liberal Democrat	<b>Caulcott</b>
9	Liberal Democrat	<b>Orrick</b>
10	Liberal Democrat	<b>Rujbally</b>
<i>Sub</i>	<i>Liberal Democrat</i>	<i>Botten</i>

<b>Licensing Sub-Committee (parent Committee is Licensing)</b>		
1 <sup>st</sup> principal member	Con	Steeds
2 <sup>nd</sup> principal member	IND and OLRG	Stamp
3 <sup>rd</sup> principal member	Lib Dem	Botten
In the event of one or more of the three principal members being unable to attend a Sub-Committee meeting, their places shall be filled by selecting substitutes from the main Committee.		

<b>Overview &amp; Scrutiny Committee</b>		
1	Conservative	<b>Connolly</b>
2	Conservative	<b>Cooley</b>
3	Conservative	<b>Milton</b>
4	IND and OLRG	<b>Davies</b>
5	Liberal Democrat	<b>D. Cooper</b>
6	Liberal Democrat	<b>Dennis</b>
7	Independent Group	<b>Allen (VC)</b>
<i>Sub</i>	<i>Conservative</i>	<i>Parker</i>
<i>Sub</i>	<i>Liberal Democrat</i>	<i>Jones</i>
<i>Sub</i>	<i>Independent Group</i>	<i>Pursehouse</i>

<b>Planning Committee</b>		
1	Conservative	<b>Black (C)</b>
2	Conservative	<b>Bloore (VC)</b>
3	Conservative	<b>Duck</b>
4	Conservative	<b>Fitzgerald</b>
5	IND and OLRG	<b>Blackwell</b>
6	IND and OLRG	<b>Farr</b>
7	IND and OLRG	<b>Lockwood</b>
8	IND and OLRG	<b>C. White</b>
9	Liberal Democrat	<b>Gray</b>
10	Liberal Democrat	<b>Mansfield</b>
11	Liberal Democrat	<b>Morrow</b>
<i>Sub</i>	<i>Con</i>	<i>Duck</i>
<i>Sub</i>	<i>IND and OLRG</i>	<i>N.White</i>
<i>Sub</i>	<i>Liberal Democrat</i>	<i>Botten</i>

<b>Planning Policy Committee</b>		
1	Conservative	<b>Black</b>
2	Conservative	<b>Bloore</b>
3	Conservative	<b>Duck (VC)</b>
4	Conservative	<b>Jecks (C)</b>
5	Conservative	<b>Vickers</b>
6	IND and OLRG	<b>Farr</b>
7	IND and OLRG	<b>Lockwood</b>
8	IND and OLRG	<b>Sayer</b>
9	IND and OLRG	<b>Swann</b>
10	Liberal Democrat	<b>Botten</b>
11	Liberal Democrat	<b>Jones</b>
12	Liberal Democrat	<b>Dennis</b>
13	Independent Group	<b>Pursehouse</b>
<i>Sub</i>	<i>Conservative</i>	<i>Elias</i>
<i>Sub</i>	<i>IND and OLRG</i>	<i>Langton</i>
<i>Sub</i>	<i>Liberal Democrat</i>	<i>Mansfield</i>
<i>Sub</i>	<i>Independent Group</i>	<i>Allen</i>



<b>Strategy &amp; Resources Committee</b>		
1	Conservative	<b>M. Cooper (VC)</b>
2	Conservative	<b>Duck</b>
3	Conservative	<b>Elias (C)</b>
4	Conservative	<b>Jecks</b>
5	Conservative	<b>Milton</b>
6	IND and OLRG	<b>Bourne</b>
7	IND and OLRG	<b>Davies</b>
8	IND and OLRG	<b>Langton</b>
9	IND and OLRG	<b>N. White</b>
10	Liberal Democrat	<b>Botten</b>
11	Liberal Democrat	<b>Caulcott</b>
12	Liberal Democrat	<b>D. Cooper</b>
13	Liberal Democrat	<b>Lee</b>
<i>Sub</i>	<i>Conservative</i>	<i>Bloore</i>
<i>Sub</i>	<i>IND and OLRG</i>	<i>Lockwood</i>
<i>Sub</i>	<i>Liberal Democrat</i>	<i>Orrick</i>

<b>Chief Officer Sub-Committee (parent Committee is Strategy &amp; Resources)</b>		
1	Con	Elias
2	Con	Jecks
3	IND and OLRG	Sayer
4	IND and OLRG	Wren
5	Lib Dem	Botten
<i>Sub</i>	<i>Con</i>	<i>to be nominated by the Leader of the Group</i>
<i>Sub</i>	<i>IND and OLRG</i>	<i>to be nominated by the Leader of the Group</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>to be nominated by the Leader of the Group</i>

<b>Investment Sub-Committee (parent Committee is Strategy &amp; Resources)</b>		
1	Con	Elias
2	Con	Jecks
3	IND and OLRG	Bourne
4	IND and OLRG	Davies
5	Lib Dem	Jones
<i>Sub</i>	<i>Con</i>	
<i>Sub</i>	<i>IND and OLRG</i>	Farr
<i>Sub</i>	<i>Lib Dem</i>	Botten

<b>Standards Committee</b>		
1	Conservative	<b>Cooley</b>
2	Conservative	<b>Parker</b>
3	IND and OLRG	<b>N. White</b>
4	Lib Dem	<b>Caulcott</b>
5	Independent Group	<b>Pursehouse (C)</b>
Independent Person: Shaun Mundy (until the end of the 2020/21 Municipal Year)		

## APPENDIX 'C'

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Member appointments are required in respect of the following bodies for 2020/21

Organisation	Description	Nominations from political groups as at 30.04.20
<b>Felbridge Sports Association</b> one position available	Association of various sports clubs in Felbridge	Conservative Group: Councillor Steeds  IND and OLRG: Councillor C. White
<b>Surrey Police and Crime Panel</b> one position available	The panel is a committee of Surrey County Council and consists of one elected councillor from each of Surrey's twelve local authorities and two co-opted independent members. Its role is to examine the actions and decisions of Surrey's Police and Crime Commissioner and to make sure information is available for the public so that they can hold their Commissioner to account.  Daytime meetings are held at County Hall, Kingston.	Conservative Group: Councillor Milton

The Surrey Leaders' Group has invited all Surrey Districts and Boroughs to nominate Members to serve on the following bodies for three-year periods (2020/21 to 2022/23). Each District and Borough can only submit one nomination per position

Committee / Forum	Description
<b>Adults and Health Select Committee</b>  (previously known as the Surrey County Council Wellbeing and Health Scrutiny Board – one position available  one position available  <b>Nominees "should be members of their Council's Scrutiny (or equivalent) committee".</b>	The Committee's remit covers: <ul style="list-style-type: none"> <li>• Statutory health scrutiny</li> <li>• Adult Social Care (including safeguarding)</li> <li>• Health integration and devolution</li> <li>• Review and scrutiny of all health services commissioned or delivered within Surrey</li> <li>• Public Health</li> <li>• Review delivery of the Health and Wellbeing Strategy</li> <li>• Health and Wellbeing Board</li> <li>• Future local delivery model and strategic commissioning</li> </ul> Meets: Six times a year Time: 10.30am. Venue: Surrey County Council

Committee / Forum	Description
<b>Countryside Access Forum</b> one position available	An independent body that advises the County Council and others on improving access to the countryside. It has a maximum of 22 members who represent a broad range of interests, including farmers, landowners and those who earn their living in the countryside; users who enjoy the countryside in different ways; and other relevant interests, such as nature conservation.