

**PLEASE NOTE: Terms of Reference will be inserted into Part 2 – Articles of the Constitution**

**Elections Panel**

Terms of Reference

Adopted: [Month] [Year]

**Introduction**

The Elections Panel shall report to Council. The Terms of Reference were last amended on 23 May 2022.

The Elections Panel was originally established as the Elections and Electoral Registration Review Panel. The name of the Panel was changed to the Elections Panel by Council on 23 May 2022. The Council further agreed the establishment of formal terms of reference for the Panel.

Significant changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

**Role and Functions**

The Panel was established to provide feedback and comment in respect of the elections and electoral registration services undertaken by the Authority and the Chief Executive in their role as Returning Officer.

These duties include:

- i. ensuring the annual electoral registration process is undertaken;
- ii. putting in the place the resources necessary to deliver Borough, County, Parliamentary and Police and Crime Commissioner elections (and any referendums);
- iii. ensuring the Authority adopts the latest legislation affecting electoral registration and elections;
- iv. promoting awareness and understanding of the election processes and electoral registration;
- v. supporting the work of the Electoral Services Manager;
- vi. encouraging the adoption of Electoral Commission guidance for political groups and candidates;
- vii. when necessary, recommending to Council the adoption of new measures, activities and services to support and develop the Authority's electoral registration and election responsibilities; and
- viii. preparing an annual report to Council in April each year.

**Membership**

The membership shall be decided by Council at the start of the Municipal year.

Membership shall comprise eight (8) members of the council based on proportionally.

Membership of the Elections Panel shall be as follows:

Group Leaders and Deputy Group Leaders.

Independent Co-Opted Member.

Officers of the Council attending the meetings shall include, though not be limited to, the Chief Executive, the Director of Legal and Democratic Services, the Head of Democratic Services and the Electoral Services Manager.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two (2)) of the Borough Councillors appointed to the Panel.

### **Chairman and Vice-Chairman (and election thereof)**

The role of Chairman of the Panel shall fall to the Independent Co-Opted Member.

### **Recommendations of the Group**

It is expected that the Panel shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group present at the meeting may vote on recommendations.

### **Meetings of the Panel**

Meetings of the Panel shall be held virtually, start at 6:00pm, and serviced by Democratic Services.

The Panel shall normally have two (2) meetings per year. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Panel shall be held in private to allow the greatest possible freedom. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting. As the group is a private meeting all papers, including reports, agendas and minutes shall be treated confidential. The Group shall have agendas and minutes of its meetings, which shall be available to all Members of the Council to access through mod.gov.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Panel.

# **Freedom of the Borough Working Group**

## Terms of Reference

Adopted: [Month] [Year]

### **Introduction**

The Freedom of the Borough Working Group is responsible for considering suggested recipients of the Freedom of the Borough honour and shall report to Council.

The tradition of Boroughs conferring the Freedom dates back to ancient times. Originally such conferment conveyed special privileges upon the recipient but over the years this has been curtailed so that, today, the conferment is purely honorary.

The right to confer Freedom of the Borough was first established through the Honorary Freedom of the Boroughs Act 1885, subsequently incorporated into other legislation. The current authority lies with the Local Government Act 1972, as amended by the Local Democracy, Economic Development and Construction Act 2009.

The award itself shall not confer any special privileges or rights on the recipient, but recognises an exceptional contribution, or distinctive service to Woking by an individual or group of people.

Changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

### **Role and Functions**

The Freedom of the Borough Working Group was established to consider suggestions for the award of Freedom of the Borough, the highest honour a Local Authority can bestow. The Working Group must consider the merits of each suggested recipient, taking into account their contributions to the Borough of Woking together with the resource implications of an award.

### **Membership**

The membership shall be decided at the first business meeting of Council at the start of the Municipal Year.

Membership shall be proportionately representative of the political makeup of the Council. Where possible, Members who have previously served as Borough Mayor shall be appointed to the Working Group. At least one Member shall be appointed from each of the Political Groups.

Membership of the Freedom of the Borough Working Group shall be as follows:

- Six (6) Councillors.

Officers of the Council attending the meetings shall include, though not be limited to, the Chief Executive, the Director of Legal and Democratic Services and the Head of Democratic Services.

### **Quorum**

The quorum shall be no less than one third (i.e. 2), rounded up where necessary, of the Borough Councillors appointed to the Working Group. At least two Political Groups must be

represented at the meetings of the Working Group; any Political Group unable to be represented at a meeting shall be offered an opportunity to submit a written representation in advance.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Freedom of the Borough Working Group**

It is expected that the Freedom of the Borough Working Group shall reach its recommendations through consensus. Any recommendations must be referred in confidence to any Group Leaders not on the Working Group before being made public. Subject to the confirmation of support from all the Political Groups, the recommendation shall be referred to Council for determination.

If consensus cannot be reached, the nomination shall not be made public and shall not be taken forward to Council.

### **Meetings of the Freedom of the Borough Working Group**

Meetings of the Freedom of the Borough Working Group shall be held virtually and serviced by Democratic Services.

The Freedom of the Borough Working Group shall only be convened on the receipt of a nomination for the Freedom of the Borough from a Political Group. Any meetings shall be held at 6:00pm.

Meetings of the Working Group shall be held in private to allow the greatest possible freedom. Any recommendations shall become public knowledge once at Council.

All agenda items shall be forwarded to the Democratic Services Officer by 8 clear days prior to the next scheduled meeting.

The Freedom of the Borough Working Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be restricted to Members of the Working Group. As the Working Group is private, any papers, including agenda, reports and minutes shall be treated as confidential and not to be disseminated beyond the membership of the Working Group, unless agreed by consensus of the Members.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Working Group.

# **Greener Woking Working Group**

## Terms of Reference

Adopted: [Month] [Year]

### **Introduction**

The Greener Woking Working Group shall report to the Executive. The Terms of Reference were first adopted in March 2003.

Significant changes to the Terms of Reference must be approved by the Executive. Minor changes may be made by the Monitoring Officer.

The name of the Working Group was changed from the Climate Change Working Group to the Greener Woking Working Group in May 2022.

### **Role and Functions**

The Working Group's functions include, but are not solely limited to, the following environment-related topics:

- i. To consider, develop, implement, monitor delivery of, and review, the Borough's climate change strategy and actions.
- ii. To consider, develop, implement, monitor delivery of, and review, the Borough's net zero targets.
- iii. To consider develop, implement, monitor delivery of, and review, the Borough's green infrastructure and biodiversity strategy and actions.
- iv. To receive updates on the above and other environment related matters<sup>1</sup>
- v. To provide updates and make recommendations as necessary for the Council's consideration. The Working Group has no formal decision-making powers.
- vi. The Overview and Scrutiny Committee may refer matters to the Working Group for further scrutiny and consideration and vice versa.
- vii. The Woking Strategic Partnership Board may refer actions to the Working Group for further consideration and vice versa.
- viii. To identify areas of funding to support the implementation of relevant Borough Council strategies.
- ix. To be a sounding board for new environment related ideas and proposals and best practice.

### **Membership**

The membership shall be decided by the Executive, at the start of every Municipal year.

Membership of the Group shall be as follows:

1. Membership shall comprise eight (8) Members of the Council based on proportionately.

2. Partner organisations represented are Action Surrey/ThamesWey, Woking Chamber of Commerce, Woking Environment Action (WE Act), and Surrey County Council (Surrey Heathlands Partnership, Cabinet Member for Environment).
3. Officers of the Council attending the meetings shall include, though not be limited to, the Strategic Director of Place and Officers of the Green Infrastructure team. Officers attending shall not have the option to cast a vote at meetings.
4. Other representatives may be invited to attend the Working Group on an ad hoc basis, as guest speakers, at the discretion of the Chairman.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two (2)) of the Borough Councillors appointed to the Group.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the Municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Group**

It is expected that the Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group may vote on recommendations.

### **Meetings of the Group**

Meetings of the group will be held virtually and will be serviced by Democratic Services.

The Group shall normally have four meetings per year, beginning at 6pm. Ad hoc meetings may be arranged at the discretion of the Chairman. Meetings of the Group shall be held in private.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

As the Group is a private meeting all papers, including reports, agendas, and minutes will be treated as confidential. The group will have agendas and minutes of its meeting, which shall be available to Members of the Council to access through mod.gov.

When a third-party guest speaker or observer is invited to attend a meeting of the Working Group, the agenda pack shall not be shared with them, unless agreed by the Chairman if extraordinary circumstances apply. Guests to the meeting shall however receive an agenda sheet, so they can follow the discussion.

In the interests of transparency of the key topics covered, summary notes of the meeting (not the full minutes) shall be published on the Council's website.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Group.

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## **Local Plan Working Group**

### Terms of Reference

Adopted: [Month] [Year]

#### **Introduction**

The Local Plan Working Group shall report to the Executive. The Terms of Reference were first adopted on 30 October 2003 by the Executive.

Significant changes to the Terms of Reference must be approved by the Executive. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Local Plan Working Group was established in 2003 to oversee the review of the 1999 Local Plan and the production of the Local Development Framework in light of new planning legislation at the time. Since that date the Working Group has overseen the adoption of the 2012 Core Strategy, the 2016 Development Management Policies DPD, the 2021 Site Allocations DPD, all of which form part of the Local Development Framework, as well as various Supplementary Planning Documents, evidence base and other related documents. The end date of the Local Plan period is 2027, by which time the Core Strategy will have to be updated and adopted by the Council - this will require further evidence base work and public consultation and will be informed by any further updates to relevant legislation on plan-making. In addition, work is extant on a number of Supplementary Planning Documents and other guidance that adds detail to existing adopted policy. It is therefore important that the LDF Working Group continues its work.

#### Aims of the Group

To oversee and guide the review and updating of the Local Plan

#### Scope of the Group

The Group shall deal with all matters relating to the updating of the Local Plan. This shall include:

- To review evidence base that will inform the preparation of updates to the Local Development Framework.
- To consider drafts of Local Development Documents, a Local Development Scheme, a Statement of Community Involvement and any other related documents, such as Supplementary Planning Documents, as necessary
- To consider responses to public consultation.
- To make recommendations to Executive Committee on the updating of the Local Plan and any other related documents as necessary.

#### **Membership**

The membership shall be decided by the Executive at the start of the municipal year.

Membership shall be proportionally representative of the political makeup of the Council.

Membership of the Local Plan Working Group shall be as follows:

Seven (7) Members (Included within this seven Planning Policy Portfolio Holder & Chairman of the Planning Committee)

Strategic Director – Place, Head of Planning and Planning Policy Officers.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two) of the Borough Councillors appointed to the Local Plan Working Group.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Local Plan Working Group**

It is expected that the Local Plan Working Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor elected to the Group present at the meeting and elected to the Local Plan Working Group may vote on recommendations.

### **Meetings of the Local Plan Working Group**

Meetings of the Local Plan Working Group shall be held virtually and start at 6.00pm.

The Local Plan Working Group shall be serviced by Democratic Services.

The Local Plan Working Group shall meet as required.

Meetings of the Local Plan Working Group shall be held in private to allow the greatest freedom. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer eight (8) clear days prior to the next scheduled meeting.

As the Working Group is private all papers, including agenda, reports and minutes shall be treated as confidential.

The Working Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through ModGov.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Working Group.

## **Leisure Partnership Board**

### Terms of Reference

Adopted: [Month] [Year]

#### **Introduction**

The Leisure Partnership Board shall report to the Executive. The Terms of Reference were agreed by all parties on 18 November 2011 as part of the Leisure Management Contract and last amended on 20 October 2022.

As background, the Leisure Services Project Board was merged into the Leisure Partnership Board in Autumn 2012. The Leisure Services Project Board was established by the Executive and the Terms of Reference were adopted on 23 July 2009.

Significant changes to the Terms of Reference must be approved by the Executive. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Board was established to oversee the Leisure Partnership Agreement and to hold all parties to account for the obligations contained therein, reporting any key issues of performance (service and financial) or proposed change in strategic direction to the Council for consideration / approval as appropriate.

The functions of the Leisure Partnership Board shall be:

- a. To provide a means for the joint review of all aspects relating to performance of the Approved Contractor and/or Approved Sub-Contractor in delivery of the Leisure Partnership Agreement.
- b. To provide a forum for joint strategic discussion and consideration of all aspects with regard to the Leisure Partnership Agreement including ensuring dissemination of information and consideration of the views of all stakeholders connected with the contract.
- c. To be appraised of progress on capital works being undertaken as part of the Approved Contractor bid and/or progress relating to capital works being undertaken directly by the Council, with any significant risks being identified to the Leisure Partnership Board for information / resolution as appropriate.
- d. To consider, on a business case basis, any proposals for future capital investment in the Facilities.
- e. To receive and discuss the Approved Contractors Annual Service Plan – contents of which shall be as identified in the Leisure Partnership Agreement Schedule 4 Format of Reports.
- f. To receive and discuss the Annual End of Year Report, noting by exception any areas of concern and intended action.
- g. To facilitate as maybe required the opportunity for all parties to advocate their position prior to jointly discussing and looking to resolve at Board level any issues of conflict. Such joint action is intended to prevent the need to go to formal dispute resolution.

- h. To promote the Approved Contractor's Active Communities projects and the impact they have on the health and well-being of the borough residents.

### **Membership**

The membership shall be decided by the Executive at the start of the Municipal Year.

Membership shall be proportionately representative of the political makeup of the Council.

A member of the Board may nominate a proxy to attend a meeting if that Member is unable to attend. The Chair shall be informed of the substitution at least five working days prior to the scheduled nominated meeting.

Membership of the Board shall be as follows:

#### Woking Borough Council

Five (5) Members from the Council, to include the Portfolio Holder for Living Well.

Council Officers shall attend the Board as required.

#### Greenwich Leisure Limited / Freedom Leisure

Director of Development or Head of Development and Partnerships – GLL

Director – Freedom Leisure

Area Manager – Freedom Leisure and such other GLL/FL colleagues according to relevant agenda items.

The Leader of the Council, Opposition Leader and Shadow Portfolio Holder for Living Well reserve the right to attend.

### **Quorum**

The quorum shall be five (5) (with at least three (3) Elected Members from the Council and two (2) representatives from the Contractor/Sub-Contractor).

### **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall be the Portfolio Holder for Living Well or in the absence of, or at the discretion of the Portfolio Holder their nominated elected council representative.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Board**

The Leisure Partnership Board shall have the authority to determine matters of operational day-to-day management in connection with the delivery of the Service / Facilities contained in the Leisure Partnership Agreement. Such levels of authority shall reflect the Council's existing Scheme of Delegation to Officers (May 2016 and subsequent updated versions) as enacted

by the relevant member of the Corporate Leadership Team, save that any explicit requirement of the Leisure Partnership Agreement shall take precedence. Issues of a strategic nature and/or which are likely to have a financial impact on the Council shall be referred by the Leisure Partnership Board (via the Council's Building Services Manager) to the Council's Executive or Full Council for decision as appropriate.

Recommendations of the Leisure Partnership Board that require formal Council consideration shall be placed on the Forward Plan as soon as possible. Formal reporting to the Council shall be undertaken by the Portfolio Holder or the Council's Building Services Manager, all members of the Leisure Partnership Board shall be required to provide such information as necessary to enable appropriate reporting to be undertaken within agreed timescales.

Members of the Leisure Partnership Board agree to work in accordance with the values of the Leisure Management Agreement, where every effort shall be made through effective, considered and constructive partnership dialogue to resolve any issues in a consensus manner. No formal voting procedure shall be adopted, as any serious performance and operational issues shall be managed in accordance with the conditions of contract contained in the Leisure Management Agreement.

### **Meetings of the Board**

The Leisure Partnership Board shall normally have two (2) meetings per year, beginning at 6pm. The dates and times of meetings shall be set, whenever possible, up to six (6) months ahead. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Board shall normally be held virtually, or at one of the Borough's leisure facilities.

The Board shall be serviced by Democratic Services.

Meetings of the Board shall be held in private. Any recommendations shall become public knowledge once at Committee. On occasion it may be necessary for the Leisure Partnership Board to convene and/or record separately a Part II (confidential) session to the meeting due to the commercial sensitivity or confidentiality of the information being discussed. Under these circumstances only those individuals who are directly employed by the Approved Contractor/Sub-Contractor; are Elected Members or Officers from the Council should remain in the meeting. Under these circumstances all parties shall be bound by the agreed confidentiality surrounding the issue, and the matter shall be recorded as a Part II item in the minutes.

All agenda items shall be forwarded to the Democratic Services Officer eight (8) clear days prior to the next scheduled meeting.

As the Board is private all papers, including agenda, reports and minutes shall be treated as confidential.

The Board shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through mod.gov.

### **Additional Information**

The Board's work programme shall include the following standing items – the timing of which dovetails with the Council's business planning process:

LPB Meeting	Standing Items
October	<ul style="list-style-type: none"> <li>• Annual Report (from previous financial year)</li> <li>• Performance update on current year's Business Plan</li> <li>• Investment Proposals</li> <li>• 'Core' Fees and Charges (for following financial year – April)</li> <li>• Draft Business Plan Objectives (for following year)</li> </ul>
February / March	<ul style="list-style-type: none"> <li>• Business Plan Approval (for following financial year – April)</li> <li>• 'Non-Core' Fees and Charges (for following financial year – April)</li> </ul>

Note: The year-end Annual Report – shall be circulated by no later than 31 July each year to the Leisure Partnership Board.

# THE MILITARY COVENANT ADVISORY PANEL

## Terms of Reference

Adopted: [Month] [Year]

### **Introduction**

The Military Covenant Advisory Panel shall report to Council. The Terms of Reference were first adopted October 2012 and last amended February 2022.

Significant changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

### **Role and Functions**

The establishment of the Covenant followed an approach by the Commanding Officer at the Army Training Centre at Pirbright to establish a local community covenant with Woking Borough Council to establish closer links between the Armed Forces and the local community. The covenant was intended to develop relationships between the civilian and military organisations in Woking for the benefit of all communities and develop projects of mutual benefit for submission to the Armed Forces Community Covenant Grant Scheme. Details of the Armed Forces Community Covenant are outlined in Appendix 1 to these Terms of Reference.

Members of the Advisory Panel shall be expected to gain the views of Councillors/Officers/other representatives with a view to reporting those views to the Group. Members of the Advisory Panel may also be charged with specific areas to research and report back on to the Group.

### **Membership**

The membership shall be decided by Council as the start of the Municipal year.

Membership shall comprise six (6) Members of the Council based on proportionately.

Membership of the Group shall be as follows:

- six Members of the Council.
- Ex-Military Personnel
- Appropriate Officers of the Council.

### **Armed Forces Champion**

The Membership of the Advisory Panel to include the Borough's Armed Forces Champion and a named Deputy who are to be appointed annually by Council. The Armed Forces Champion is chosen by the Council to represent the Authority and the Borough on all matters military.

An outline of the roles and responsibilities of the Armed Forces Champion are set out in Appendix 2.

Details of the membership of the Advisory Panel are to be maintained, and published, by the Democratic Services Team of Woking Borough Council.

The Advisory Panel may invite outside organisations, community/voluntary groups or other interested parties to participate in meetings but, should voting on any issue be required, this shall be reserved to the Members of the Advisory Panel, including the Armed Forces Champion.

### **Quorum**

The quorum shall be no less than one quarter (minimum of two (2)) of the Borough Councillors appointed to the group.

### **Chairman and Vice-Chairman (and election thereof)**

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the Municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

### **Recommendations of the Group**

It is expected that the Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor elected to the Group present at the meeting and elected to the Group may vote on recommendations.

### **Meetings of the Group**

Meetings of the Military Covenant Advisory Panel shall be held virtually and shall be serviced by Democratic Services.

The Group shall normally have three (3) meetings per year, beginning at 6pm. Ad hoc meetings may be arranged at the discretion of the Chairman. Meetings of the Group will be held in private.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting. As the Group is private all papers, including agenda, reports and minutes shall be treated as confidential. The group will have agendas and minutes of its meetings, which shall be available to all Members of the Council to access through Mod.gov.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Working Group.

## **Appendix 1**

### **THE ARMED FORCES COMMUNITY COVENANT**

#### **PARTICIPANTS**

This Armed Forces Community Covenant is made between:

The serving and former members of the Armed Forces and their families working and residing in Woking Borough.

Woking Borough Council the public, business, charitable and voluntary sector organisations in Woking Borough.

The Armed Forces Charities.

## **PRINCIPLES OF THE ARMED FORCES COMMUNITY COVENANT**

The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at the local level.

The purpose of this Community Covenant is to encourage support for the Armed Forces Community working and residing in Woking Borough and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most. This includes in-Service and ex-Service personnel their families and widow(er)s in Woking Borough.

For Woking Borough Council and partner organisations, the Community Covenant presents an opportunity to bring their knowledge, experience, and expertise to bear on the provision of help and advice to members of the Armed Forces Community. It also presents an opportunity to build upon existing good work on other initiatives such as the Welfare Pathway.

For the Armed Forces community, the Community Covenant encourages the integration of Service life into civilian life and encourages members of the Armed Forces community to help their local community.

## **OBJECTIVES AND GENERAL INTENTIONS**

### **Aims of the Community Covenant**

The Armed Forces Community Covenant complements the principles of the Armed Forces Covenant which defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community. It aims to encourage all parties within a community to offer support to the local Armed Forces community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector. These organisations already work together in partnership in Woking.

The scheme is intended to be a two-way arrangement and the Armed Forces community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

## **MEASURES**

Woking Borough Council, the public, business, voluntary sectors and Armed Forces Charities shall work with the Army represented by The Army Training Centre at Pirbright in order to achieve the general aims identified at section three above and ensure that Woking Borough remains an inclusive and welcoming home for military personnel and civilians alike.

Woking Borough Council, the public, business, voluntary sectors and Armed Forces Charities shall work with the Army represented by The Army Centre at Pirbright to support projects meeting the aims of the Community Covenant.

## **Appendix 2**

### **THE ARMED FORCES CHAMPION**

The Armed Forces Champion should be an individual with an interest in the Armed Forces community. Some Armed Forces experience would be an advantage. The position is appointed to by Council (on the recommendation of the Council's Selection Panel), recognising the importance the Council places on the role.

#### **The Role:**

Underlying all actions is the objective to raise the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families, veterans and Cadets), within the Council and the Borough/District. It shall be essential that the Champion is kept informed of all relevant developments.

Close liaison with the senior member of Borough/District staff, who is appointed by the Borough/District Chief Executive as Armed Forces Covenant Officer, with particular reference to the Council's obligations undertaken through the Armed Forces Covenant and the Community Covenant.

Close liaison with the Mayor on all ceremonial matters in which the Mayor should be involved (such as Armed Forces Day flag raising, attendance at local Armed Forces events, and Freedom of the Borough Marches).

The Champion is encouraged to keep the local Member/s of Parliament apprised of the activity within the Borough/District in relation to the Armed Forces community.

Where local circumstances suggest this is appropriate (e.g. a significant local Armed Forces presence) to establish (if not already established) and if appropriate to chair (but certainly be a member of), an Armed Forces Panel of Members and Officers meeting regularly with an agenda to ensure all areas of Council business take into account the needs of the Armed Forces community.

To liaise as appropriate with local members of the Armed Forces, in particular the appropriate Task Force Commander (appointed by 11 Infantry Brigade) to assist in understanding where help may be most needed and to enable in return a better understanding within the Armed Forces of the limitations and different responsibilities of Local Government and its decision-making processes.

To be the primary focal point for liaison with businesses/local organisations within the Borough/District to promote the Armed Forces Corporate Covenant and encourage engagement with the Armed Forces, in particular Reservists and Cadets. Close liaison with the Council's Business Development Section (or equivalent) on these matters would be required.

To support local Cadet units by acting as the key link with the local authority, and to look to provide local ceremonial, remembrance and volunteering opportunities.

To sponsor an Annual report to the Executive/Cabinet, or equivalent Committee of the Borough/District, perhaps first reviewed by the relevant Scrutiny Committee, detailing the Council's actions over the past year in respect of the obligations to the Covenants.

## **Selection Panel**

### Terms of Reference

Adopted: [Month] [Year]

#### **Introduction**

The Selection Panel has always formed part of the Council's process for annual appointments for Committees, Working Groups, Task Groups, Outside Bodies and ex officio positions, and any other such Groups that the Council appoints to. The Panel recommends appointments to Council at the start of each Municipal Year.

Changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

#### **Role and Functions**

The Selection Panel was established to:

- consider the proportionality of the Council following Borough Elections;
- review the Council's Committees, Working Groups, Task Groups, appointments to Outside Bodies and ex officio positions, and any other such Groups that the Council appoints to;
- recommend to Council any changes to Committees, Working Groups, Task Groups, appointments to outside bodies and ex officio positions, and any other such Groups that the Council appoints to;
- recommend to Council the size of each Committee, Working Group and Task Group, and any other such Groups that the Council appoints to, having due regard to the proportionality of the Council;
- recommend the number of appointments to outside bodies and ex officio positions, having due regard to the proportionality of the Council;
- recommend to Council the proportionality of each Committee, Working Group and Task Group, and any other such Groups that the Council appoints to, having due regard to the proportionality of the Council; and
- consider any additional appointments for Elected Representatives that may arise.

#### **Membership**

Membership shall consist of the Group Leader and Deputy Group Leader of each Political Group on the Council. Accordingly, the Panel may not necessarily be proportionately representative of the political makeup of the Council.

A Member of the Selection Panel may nominate a proxy to attend a meeting if that Member is unable to attend. The Chair shall be informed of the substitution at least five working days prior to the scheduled nominated meeting.

Officers of the Council attending the meetings shall include, though not be limited to, the Chief Executive, the Director of Legal and Democratic Services and the Head of Democratic Services.

## **Quorum**

The quorum shall be no less than one third, rounded up where necessary, of the membership of the Selection Panel. Each Political Group shall be expected to be represented at the meetings of the Panel.

## **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall normally be the Chief Executive of Woking Borough Council but may be any Member of the Selection Panel. Officers attending, including the Chief Executive, shall not have the option to cast a vote at meetings.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

## **Recommendations of the Selection Panel**

It is expected that the Selection Panel shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group and present at the meeting may vote on recommendations.

In the event no majority is reached, the matter shall be referred to Council for determination.

## **Meetings of the Selection Panel**

Meetings of the Selection Panel shall be held in person and serviced by Democratic Services.

The Selection Panel shall normally meet once per year beginning at 6:00pm. Any recommendations shall be presented to Council at its first business meeting of the new Municipal Year. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Selection Panel shall be held in private to allow the greatest possible freedom. Any recommendations shall become public knowledge once at Council.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

The Selection Panel shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council through Mod.gov. As the Selection Panel is private, the agenda and reports shall be treated as confidential and not to be disseminated beyond the Members and Officers of the Council. The minutes shall be published for consideration at the subsequent meeting of Council.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Selection Panel.

# **Sheerwater Regeneration Delivery and Oversight Panel**

## Terms of Reference

Adopted: [Month] [Year]

### **Introduction**

The Sheerwater Regeneration Delivery and Oversight Panel shall report to Council. The Terms of Reference were first adopted on 25<sup>th</sup> July 2019.

Significant changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

### **Role and Functions**

The Panel was established to have oversight of the governance of the detailed implementation of the Sheerwater Regeneration Project and the social, environmental and economic issues affecting the Project.

The Oversight Panel shall:

- monitor the delivery of key milestones;
- monitor risks and issues associated with the Project;
- receive reports on rehousing of tenants;
- maintain high-level oversight of the financial model and funding;
- ensure the regeneration outcomes are achieved including key community infrastructure and retail units;
- ensure that residents and stakeholders are regularly updated and engaged with key project issues.

### **Membership**

The membership shall be decided by Council at its first meeting of the Municipal Year.

Membership of the Panel shall be as follows:

Seven (7) appointed Borough Councillors based on proportionality.

If not appointed to the Group, the Portfolio Holder for Key Projects shall be an ex-officio member.

Ward Councillors for Canalside that have not been appointed to the Panel may also attend meetings.

The County Councillor whose division contains the Sheerwater area may attend meetings.

The Strategic Director of Communities (as project sponsor) and appropriate Officers involved in the Sheerwater Regeneration Project. Officers attending shall not have the option to cast a vote at meetings.

## **Quorum**

The quorum shall be no less than one quarter (i.e. a minimum of two (2)) the Borough Councillors appointed to the Panel.

## **Chairman and Vice-Chairman (and election thereof)**

The Chairman shall normally be a member of the opposition.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

## **Recommendations of the Panel**

It is expected that the Panel shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Panel and present at the meeting may vote on recommendations.

## **Meetings of the Panel**

Meetings of the Panel shall be held virtually and serviced by Democratic Services.

The Panel shall normally have three (3) meetings per year and start at 6:30pm. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Panel shall be held in private. Any recommendations shall become public knowledge once at full Council.

All agenda items shall be forwarded to the Democratic Services Officer eight (8) clear days prior to the next scheduled meeting.

As the Panel is private all papers, including agenda, reports and minutes shall be treated as confidential.

The Panel shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council made available through Mod.gov.

Third parties may be invited to attend meetings with the consent of the Chairman and Lead Officer.