

**EXECUTIVE**

**TUESDAY, 21ST SEPTEMBER, 2021**

**SUPPLEMENTARY INFORMATION SHEET**

**Agenda No    Item**

9.     **Supplementary Information Sheet (Pages 1 - 2)**

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## EXECUTIVE

21 SEPTEMBER 2021

### SUPPLEMENTARY INFORMATION

#### **Procedure for the discharge of business at this meeting**

The Leader of the Council welcomes the attendance of members of the public and non-Executive councillors at this meeting.

The procedure for dealing with each item of business shall be as follows:

1. Lead Councillor to introduce report on the matter
2. Non-Executive councillors invited to ask a question or comment, for which they will have a maximum of **five** minutes each
3. Lead councillor to respond to comments and questions
4. Executive debates the matter
5. Executive to make decision on the matter

#### **AGENDA ITEM 4: APPROVAL OF THE LAND DISPOSALS POLICY AND GUIDANCE DOCUMENT (Pages 5 - 32)**

Lead Councillor: Cllr Joss Bigmore, Leader of the Council (on behalf of the Lead Councillor for Resources)

Lead Officer: Melissa Bromham, Deputy Head of Asset Management

#### **AGENDA ITEM 5: POLICY ON DEBT RECOVERY (Pages 33 - 48)**

Lead Councillor: Cllr Joss Bigmore, Leader of the Council (on behalf of the Lead Councillor for Resources)

Lead Officer: Belinda Hayden, Revenues & Benefits Manager

#### **AGENDA ITEM 6: COLLECTION OF COUNCIL TAX ARREARS GOOD PRACTICE CITIZENS ADVICE BUREAU (CAB) PROTOCOL (Pages 49 - 74)**

Lead Councillor: Cllr Joss Bigmore, Leader of the Council (on behalf of the Lead Councillor for Resources)

Lead Officer: Belinda Hayden, Revenues & Benefits Manager

#### **AGENDA ITEM 7: COUNCILLOR EMAIL SIGNATURE GUIDANCE (Pages 75 - 80)**

Lead Councillor: Cllr Joss Bigmore, Leader of the Council

Lead Officer: Diane Owens, Monitoring Officer

The Chairman of the Corporate Governance and Standards Task Group has advised that the following amended wording to the Guidance should be put before the Executive, as follows:

- Substitute the final sentence of para 3 of the guidance for the following:  
***‘Councillors must not send confidential or ‘part 2’ council documents to their personal email address or to members of the public’.***
- The suggested template can include political affiliation. This may actually be helpful to residents:

*Name*

*Councillor for [Ward]*

*Council appointments (Optional)*

***Member of Political Group (optional)***

*Guildford Borough Council*

*Millmead House, Millmead, Guildford, GU2 4BB*

*Telephone no:*

## **AGENDA ITEM 8: WEYSIDE URBAN VILLAGE DEVELOPMENT (Pages 81 - 106)**

Lead Councillor: Cllr John Rigg, Lead Councillor for Regeneration

Lead Officer: Michael Lee-Dickson, Regeneration Lead

To note that **all 3 appendices** are designated as exempt by the Monitoring Officer

### **Is the report (or part of it) exempt from publication?**

Yes, part of the report (Appendices 1 & 2 **& 3**)

If “Yes” (whether whole or in part):

The content is to be treated as exempt from the Access to Information publication rules because and is therefore exempt by virtue of paragraph(s) of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:

- a) The content is restricted to all councillors.
- b) The exempt information is not expected to be made public because the information in appendix 1 & 2 **& 3** are commercially sensitive.
- c) The decision to maintain the exemption may be challenged by any person at the point at which the Executive/ is invited to pass a resolution to exclude the public from the meeting to consider the exempt information.