



**GUILDFORD**  
**B O R O U G H**

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**Susan Sale**  
Joint Strategic Director  
Legal & Democratic Services  
Guildford & Waverley  
Borough Councils

**EXECUTIVE**

**THURSDAY, 3RD OCTOBER, 2024**

**Supplementary Information Sheet**

**Agenda No    Item**

13. **Supplementary Information Sheet (Pages 1 - 4)**

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# Executive

03 October 2024

## Supplementary Agenda Pack

### 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 any questions/comments.
4. Executive debates the matter
5. Lead councillor to respond to any questions/comments.
6. Executive to make decision on the matter.

**Agenda item 5: Revenue And Capital Outturn Report 2023-24  
(Pages 13 - 34)**

Lead Councillors: Councillor Richard Lucas, Lead Councillor for Finance and Property

Lead Officers: Jo Knight, Assistant Director, Finance

**Agenda item 6: Climate Change Board - Carbon Emissions and Sustainability Progress Report 2022-23 (Pages 35 - 96)**

Lead Councillor: Councillor George Potter, Lead Councillor for Environment and Climate Change

Lead Officer: Nat Prodger, Climate Change Officer

**Agenda item 7: Climate Change, Sustainable Design, Construction And Energy Supplementary Planning Document (SPD) 2024 (Pages 97 - 200)**

Lead Councillor: Councillor Fiona White, Lead Councillor for Planning

Lead Officer: Dan Knowles, Senior Planning Policy Officer

**Agenda item 8: Procurement Pipeline 2024-2025 (Pages 201 - 210)**

Lead Councillor: Councillor Richard Lucas, Lead Councillor for Finance and Property

Lead Officer: Gavin Pugh, Head of Procurement

**Agenda item 9: Interim Policy For Creating Joint Posts (Pages 211 – 262)**

Lead Councillor: Councillor Carla Morson

Lead Officer: Robin Taylor, Assistant Director of Strategy & Corporate Services

**Revised recommendations:**

- 2.1 To recommend to Full Council that until permanent arrangements have been adopted Joint Posts will be appointed by Waverley Borough Council on Waverley Terms and Conditions of employment with a 10% uplift on salary as set out in para 6.3 of this report and Appendix 1;
- 2.2 To note the Head of Paid Service's proposal to introduce a Policy for creating Joint Posts until permanent arrangements are approved as set out in para 6.4 of this report;
- 2.3 To note the Head of Paid Service's proposal to introduce a Joint Posts job evaluation competency framework until permanent arrangements are approved as set out in para 6.5 of this report;
- 2.4 To note the Head of Paid Service's proposal to introduce a Joint Post Salary Grades and Scales Structure until permanent arrangements are approved as set out in para 6.6 of this report and Appendix 2;
- 2.5 To note the Head of Paid Service's proposal to introduce a Restructure Policy for joint posts until permanent arrangements are approved as set out in out in para 6.7 of this report;
- 2.6 To recommend to Full Council the revisions to the statutory Pay Policy documentation for GBC and that these documents be presented to Full Council for approval as set out in this report and Appendix 3.
- 2.7 To receive a report back from the Head of Paid Service within a two year period setting out recommendations for permanent arrangements and an update on the wider collaboration programme within a six month period.

**Legal Implications**

The council has already entered in to an agreement in relation to shared services and staffing with Waverley Borough Council under Section 113 of the Local Government Act 1972 which provides that any local authority may enter into an agreement with another local authority for placing the services of officers at their

disposal for the purposes of their functions, on such terms as may be provided by the agreement.

A failure to have a clear and robust framework in place for joint staff presents a potential risk to the council, particularly from employment claims. The report provides openness and transparency about the council's approach to joint staffing until permanent arrangements have been approved. The recommendations provide a framework under which the council can continue to progress the collaboration with permanent staffing arrangements in the short term whilst the longer term arrangements are still being finalised.

**Agenda item 10: Procurement of contract for provision of an NEC Supervisor (Pages 263 – 268)**

Lead Councillor: Councillor Richard Lucas, Lead Councillor for Finance and Property

Lead Officer: Gavin Pugh, Head of Procurement

To include the additional recommendation:

2. To delegate to the Joint Strategic Director for Finance authority to enter into call-off contracts of any value under this contract in consultation with the Portfolio Holder if it is a Key Decision.

**Agenda item 11: Sale Of Stoke Cemetery Lodge (Pages 269 - 274)**

Lead Councillor: Councillor Richard Lucas, Lead Councillor for Finance and Property

Lead Officer: Mark Appleton, Asset and Property Manager

**Agenda item 12: Award of a 1 year contract to deliver void works (Pages 1 – 6 of the Supplementary Agenda)**

Lead Councillor: Councillor Richard Lucas, Lead Councillor for Finance and Property

Lead Officer: Gavin Pugh, Head of Procurement

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