

GUILDFORD BOROUGH COUNCIL



BILLINGTON MAYOR

Contact Officer:

John Armstrong, Democratic Services Manager
Tel: 01483 444102

11 May 2020

To the Councillors of Guildford Borough Council

You are hereby summoned to attend a remote meeting of the Council for the Borough of Guildford to be held on **TUESDAY 19 MAY 2020** commencing at 7.00 pm. The meeting can be accessed remotely via Microsoft Teams in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

James Whiteman
Managing Director

Millmead House
Millmead
Guildford
Surrey GU2 4BB

www.guildford.gov.uk

WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Committee Services.

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Three fundamental themes and nine strategic priorities that support our vision:

- | | |
|---------------------|--|
| Place-making | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
| | Making travel in Guildford and across the borough easier |
| | Regenerating and improving Guildford town centre and other urban areas |
| Community | Supporting older, more vulnerable and less advantaged people in our community |
| | Protecting our environment |
| | Enhancing sporting, cultural, community, and recreational facilities |
| Innovation | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need |
| | Creating smart places infrastructure across Guildford |
| | Using innovation, technology and new ways of working to improve value for money and efficiency in Council services |

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

Time limits on speeches at full Council meetings:	
Public speaker:	3 minutes
Response to public speaker:	3 minutes
Questions from councillors:	3 minutes
Response to questions from councillors:	3 minutes
Proposer of a motion:	10 minutes
Seconder of a motion:	5 minutes
Other councillors speaking during the debate on a motion:	5 minutes
Proposer of a motion's right of reply at the end of the debate on the motion:	10 minutes
Proposer of an amendment:	5 minutes
Seconder of an amendment:	5 minutes
Other councillors speaking during the debate on an amendment:	5 minutes
Proposer of a motion's right of reply at the end of the debate on an amendment:	5 minutes
Proposer of an amendment's right of reply at the end of the debate on an amendment:	5 minutes

AGENDA

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

To receive and note any disclosable pecuniary interests from councillors. In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3. MAYOR'S COMMUNICATIONS

To receive any communications or announcements from the Mayor.

4. LEADER'S COMMUNICATIONS

To receive any communications or announcements from the Leader of the Council.

5. PUBLIC PARTICIPATION

To receive questions or statements from the public.

6. QUESTIONS FROM COUNCILLORS

To hear questions (if any) from councillors of which due notice has been given.

7. APPOINTMENT OF COMMITTEES: 2020-21 (Pages 5 - 30)

8. COMMON SEAL

To order the Common Seal to be affixed to any document to give effect to any decision taken by the Council at this meeting.

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Council Report

Ward(s) affected: n/a

Report of Director of Strategy

Author: John Armstrong (Democratic Services and Elections Manager)

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Date: 19 May 2020

Appointment of Committees: 2020-21

Recommendation to Council:

- (1) That, in accordance with the provisions of Regulation 4(2) of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Council notes that Councillors Richard Billington and Marsha Moseley shall continue in their respective roles as Mayor and Deputy Mayor of Guildford for the municipal year 2020-21.
- (2) That, for the municipal year 2020-21, the Council agrees to appoint the committees referred to in the table set out in paragraph 4.1 of this report, and agrees their respective size referred to therein and the proposed terms of reference, as indicated in Appendix 1 to this report.
- (3) That, until such time as the Council determines otherwise,
 - (a) the Licensing Committee shall be politically balanced;
 - (b) the following Sub-Committees need not be politically balanced:
 - Licensing Sub-Committee
 - Licensing Regulatory Sub-Committee

(NB. In paragraph (3) (b) above, the relaxation of the requirement for political balance applying to the sub-committees may only be implemented if there are no votes cast against the motion to adopt this paragraph of the recommendation)
- (4) That the numerical allocation of seats on committees to each political group on the Council, as shown in paragraph 5.2 of this report, be approved for the 2020-21 municipal year.
- (5) That the nominations for membership and substitute membership (where applicable) of the committees, Executive Advisory Boards, and the Guildford Joint Committee, for the 2020-21 municipal year, as shown in Appendix 2 to this report, be approved in accordance with the wishes of the political groups.
- (6) That the Council elects chairmen and vice-chairmen of committees (including Executive Advisory Boards) and relevant sub-committees for the 2020-21 municipal year, nominations for which are shown in Appendix 2 to this report.

(7) That the Council appoints a councillor to be Chairman of the Guildford Joint Committee for the 2020-21 municipal year.

(8) That the Council appoints councillor Champions for 2020-21 as follows:

- Armed Forces Champion
- Historic Environment and Design Champion
- Older Persons' Champion

nominations for which are shown in Appendix 2 to this report.

Reasons for Recommendation:

- To comply with Council Procedure Rules 23 and 29 of the Constitution in respect of the appointment of committees and election of chairmen and vice-chairmen
- To enable the Council to comply with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

Is this report (or part of it) exempt from publication? No

1. Purpose of report

1.1 This report asks the Council:

- (a) to note the continued appointment of Councillors Richard Billington and Marsha Moseley as Mayor and Deputy Mayor of Guildford respectively for the municipal year 2020-21;
- (b) to appoint a number of committees to discharge various non-executive functions and to agree their respective size, terms of reference, and numerical allocation of seats to political groups;
- (c) to appoint councillors to those committees in accordance with the statutory requirements for political balance;
- (d) to elect committee and sub-committee chairmen and vice-chairmen, as appropriate; and
- (e) to agree various other appointments.

2. Background

Election of Mayor and Appointment of Deputy Mayor 2020-21

2.1 In view of the current lockdown due to the coronavirus outbreak, the Government introduced The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, ["the Regulations"]. The Regulations allow local authorities to hold meetings remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

- 2.2 The Regulations also permit local authorities to dispense with the need to hold an annual meeting this year. The Annual Meeting, which is normally held in May each year, deals with the election of the Mayor and Deputy Mayor for the forthcoming municipal year, which begins with the Annual Meeting and runs until the next Annual Meeting the following May.
- 2.3 Under Regulation 4(2), where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment may continue until the next annual meeting of the authority or until such time as that authority may determine.
- 2.4 Following discussions with the current Mayor (Cllr Richard Billington) and Deputy Mayor (Cllr Marsha Moseley), the Deputy Mayor-elect (Cllr Dennis Booth), and the political group leaders on the Council, it was felt by all that the Annual Council Meeting (the “Mayor Making” meeting) should not be held this year¹ for the reasons set out in the following paragraph.
- 2.5 Whilst the Council could hold the Annual Meeting as a virtual meeting, it was felt that it would be unfair on the new Mayor and Deputy Mayor who, because of the lockdown, would be unable to attend the many community events and civic engagements that they would normally attend for a potentially significant part of the mayoral year. This would have a detrimental impact on fundraising for the new Mayor’s charities and would also prevent the new Deputy Mayor from gaining a practical understanding of the mayoral role before he was scheduled to become Mayor in May 2021.
- 2.6 As the Annual (Mayor Making) meeting has been cancelled, Cllrs Billington and Moseley will continue as Mayor and Deputy Mayor of Guildford until May 2021 when the next Annual Meeting will be held.

Appointment of Committees

- 2.7 Council Procedure Rule 23 (a) requires the Council, at its Selection meeting each year, to appoint such committees as it shall determine and to agree their respective size and terms of reference.
- 2.8 Except in relation to the Licensing Committee and its sub-committees where the Council has absolute discretion as to whether they are politically balanced, the membership of each of the Council’s committees and sub-committees shall be in accordance with statutory requirements for political balance. As far as possible, the number of seats allocated to a political group on committees and sub-committees will reflect the size of that group in proportion to the total Council membership.
- 2.9 Under Council Procedure Rule 23, the Council is required to review the allocation of seats on committees to political groups at its Selection meeting and as soon as reasonably practicable following any change in the political constitution of the Council or as otherwise required by statute. Wherever such a review is required, the Democratic Services and Elections Manager will submit a report to the Council showing what allocation of seats would best meet the requirements for political balance.

3. Political Composition of the Council

- 3.1 The political composition of the Council is currently:

¹ The Annual Meeting was scheduled for Wednesday 13 May 2020

Guildford Liberal Democrats:	17
Residents for Guildford and Villages:	16
Conservatives:	8
Guildford Greenbelt Group:	4
Labour:	2
Independent Member:	1

4. Appointment of Committees

- 4.1 Under Council Procedure Rule 23 (g), the Council is invited to appoint the following committees in the manner specified in the table below:

Committee	No. of voting members of Committee	No. of substitute members of Committee	No. of co-opted (non-voting) members
Corporate Governance and Standards Committee	7 councillors ²	Up to 3 councillors per political group	3 independent members and 3 parish members ³
Employment Committee	3 councillors ⁴	Up to 4 councillors per political group	None
Community Executive Advisory Board	12 councillors (non-Executive)	Up to 7 councillors per political group	None
Place Making & Innovation Executive Advisory Board	12 councillors (non-Executive)	Up to 7 councillors per political group	None
Guildford Joint Committee	10 councillors ⁵	None	None
Licensing Committee	15 councillors	None	None
Overview and Scrutiny Committee	12 councillors (non-Executive)	Unlimited ⁶	None
Planning Committee	15 councillors	Up to 5 councillors per political group	None

- 4.2 Where applicable, the committees will appoint their respective sub-committees. The Council is also invited to consider and approve the terms of reference of these committees for 2020-21, details of which are set out in **Appendix 1** to this report.

5. Requirement for political balance and numerical allocation of seats on committees

- 5.1 Section 15 of the Local Government and Housing Act 1989 sets out how committees must be constituted when the Council is divided into one or more political groups. The Council must give effect, *as far as reasonably practicable*, to the following four principles in constituting its committees or sub-committees:

- where there is more than one political group, all the seats must not be allocated to the same political group

² who may include one member of the Executive except the lead councillor whose portfolio includes finance and resources. Neither the Leader nor Deputy Leader may be a member or substitute member of this Committee

³ At its meeting held on 9 April 2019, the Council appointed two of the three Independent Members of the Corporate Governance and Standards. The three parish members will be appointed formally, for a four year term ending May 2023, at the Council meeting on 23 July 2019 (see paragraph 7 below)

⁴ including at least one member of the Executive

⁵ The Joint Committee comprises 10 Surrey County Councillors (representing each of the 10 county divisions within the borough) and 10 Borough Councillors (at least one of whom must be a member of the Executive)

⁶ provided that none are Executive members (or Deputy Lead Councillors)

- the majority of seats must be allocated to the political group with the majority on the Council
- the number of seats on each individual Committee or sub-committee of the Council allocated to each political group bears the same proportion on the full Council.
- the number of seats on the total of all the Committees or sub-committees allocated to each political group should bear the same proportion to the proportions on the full Council

5.2 The current numerical allocation of seats on the committees to the political groups, which was agreed by the Council on 8 October 2019 is set out in the table below. As there have been no changes to the political balance on the Council since then, the Council is asked to agree that this numerical allocation of seats should continue for the 2020-21 municipal year.

Committee	Lib Dem	R4GV	Con	GGG	Lab	Ind
Total no. of seats on the Council	17	16	8	4	2	1
% of no. of seats on the Council	35.42%	33.33%	16.67%	8.33%	4.17%	2.08%
Corp Gov & Standards Cttee (7 seats)	2	2	1	1	1	0
Employment Cttee (3 seats)	1	1	1	0	0	0
Community EAB (12 seats)	4	5	2	1	0	0
Place Making & Innovation EAB (12 seats)	4	4	1	1	1	1
Guildford Joint Cttee (10 seats)	4	3	2	1	0	0
Licensing Cttee (15 seats)	6	5	2	1	0	1
Overview & Scrutiny Cttee (12 seats)	4	4	2	1	1	0
Planning Cttee (15 seats)	5	5	3	1	1	0
Total no. of seats on committees (Total: 86)	30	29	14	7	4	2

5.3 Details of each group’s nominations to fill those seats (and substitutes where appropriate) are set out in **Appendix 2** to this report.

5.4 Whenever, during the course of the year, an appointment of a member or substitute member of a committee or sub-committee falls to be made in accordance with the wishes of a political group to whom the seat has been allocated or whenever such an appointment falls to be terminated in accordance with such wishes, the Managing Director shall make or terminate such appointments in accordance with the wishes of that political group. The wishes of a political group are taken to be those expressed to the Managing Director in writing by (a) the leader of the political group or (b) in a statement to the Managing Director supported in writing by a majority of the members of that group. In the event that different wishes of a political group are notified in accordance with (a) and (b) above, the wishes notified in accordance with (b) shall

prevail. No member of a committee shall be appointed so as to hold office later than the next annual meeting of the Council (i.e. May 2021).

- 5.5 The Council is also asked to agree that although political balance requirements should apply to the Licensing Committee, such requirements need not apply in respect of the Licensing Sub-Committee and Licensing Regulatory Sub-Committee, given that each Sub-Committee comprises just three councillors. Given the administrative nature of the sub-committees and the requirement to convene hearings before the sub-committees often at short notice, the Council has previously taken the view that political balance should not apply. However, the relaxation of the requirement for political balance applying to the two sub-committees may only be implemented if there are no votes cast against the motion to adopt this principle. In order to avoid the necessity of bringing this back to the Council each year, it is suggested that the Council should agree:

- That the political balance requirements should apply to the Licensing Committee
- That the political balance requirements need not apply to the Licensing Sub-Committee and Licensing Regulatory Sub-Committee

Allocation of seats to a councillor who is not a member of a political group

- 5.6 There is no strict entitlement calculation applicable to councillors who are not members of a political group; however, following the calculations and allocation of seats to political groups, the Council may exercise its discretion by appointing the non-grouped member (Councillor Gordon Jackson) to any seats not otherwise allocated, provided that no councillor votes against the proposal.

6. Election of chairmen and vice-chairmen of committees and sub-committees

Borough Council Committees

- 6.1 At the Selection Meeting each year, and following the appointment of committees, Council Procedure Rule 29 requires the Council to elect the chairmen and vice-chairmen of all committees, including the Executive Advisory Boards, and any sub-committees of those committees for the ensuing municipal year.

Guildford Joint Committee

- 6.2 In July 2018, the Council, together with Surrey County Council, established the Guildford Joint Committee to replace the former Guildford Local Committee. The Joint Committee's terms of reference include a number of executive and non-executive functions of both councils; and the membership comprises the ten Surrey County Councillors (representing each of the ten county divisions within the borough) and ten Borough Councillors (at least one of whom must be a member of the Executive). For the two years up to May 2020, the chairman of the Joint Committee has been a County Councillor and the vice-chairman a Borough Councillor. For both the 2020-21 and 2021-22 Municipal Years, the chairman shall be a Borough Councillor and vice-chairman a County Councillor. The Council is therefore asked to appoint the chairman of the Guildford Joint Committee for 2020-21.

Nominations received

- 6.3 Nominations received for election of committee and sub-committee chairmen and vice-chairmen are set out in **Appendix 2** to this report. In summary, the nominations are set out in the table below, including details of contested elections (in red):

Committee	Nominations received:	
	Chairman	Vice-Chairman
Corporate Governance & Standards	Cllr Nigel Manning Cllr Deborah Seabrook	Cllr Nigel Manning*
Employment	Cllr Caroline Reeves	Cllr John Rigg
EAB: Community	Cllr Angela Goodwin	Cllr Ramsey Nagaty
EAB: Place Making & Innovation	Cllr Angela Gunning	Cllr Gordon Jackson
Guildford Joint Committee	Cllr Pauline Searle	
Licensing	Cllr David Goodwin	Cllr Dennis Booth
Licensing Sub/Regulatory Sub (x 6)	Cllr Tim Anderson Cllr Dennis Booth Cllr David Goodwin Cllr Marsha Moseley Cllr Will Salmon Cllr Catherine Young	
Overview and Scrutiny	Cllr Paul Spooner	Cllr James Walsh
Planning	Cllr Marsha Moseley Cllr Fiona White	None received

* nomination to apply only if Cllr Manning is not elected chairman

7. Councillor Champions

Armed Forces Champion

- 7.1 Borough and district councils across Surrey have been invited to appoint a member of the Executive, or Chairman of an appropriate Scrutiny Committee, or a Member with an interest in the Armed Forces community, as the Council's Armed Forces Champion. The role involves raising the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families and veterans), within the Council and the Borough. Close liaison with the Council's Armed Forces Covenant Officer, with particular reference to the Council's obligations undertaken through the Armed Forces Covenant and the Community Covenant, will be essential.

The Armed Forces Champion for 2019-20 was Councillor Tom Hunt (deputy: Councillor John Rigg).

Historic Environment and Design Champion

- 7.2 Since 2004, the Council has appointed an Historic Environment and Design Champion whose role has been to promote and support best practice in the built and historic environment by ensuring that the Council provides a vision for how the quality of the built environment will improve. This will require an overview of the host of responsibilities the Council has, for example via planning, conservation, procurement of new buildings and the management of streets and green spaces.

The Historic Environment and Design Champion for 2019-20 was Councillor Caroline Reeves (deputy: Councillor Bob McShee).

Older Persons' Champion

- 7.3 When the Executive adopted the Later Life Strategy in October 2010, the appointment of an independent Older Persons' Champion was approved in principle and it was agreed that future appointments should be made annually by the Council at its Selection meeting. The Champion's role is to promote services for older people within the Borough. The role requires a willingness to challenge existing structures

and cultures; and an ability to work across organisational boundaries and motivate key partners.

The Older Persons' Champion for 2019-20 was Councillor Maddy Redpath (deputy: Councillor Ted Mayne).

- 7.4 The Council is invited to appoint Councillor Champions for 2020-21, nominations for which are also set out in **Appendix 2**.

8. Legal implications

- 8.1 As the Council's membership is divided into political groups, it is required by sections 15 and 16 of the Local Government and Housing Act 1989 and related regulations, to ensure that appointments to fill seats on committees are allocated in the same proportion as that in which the Council as a whole is divided. There is also a duty to review annually the allocation of seats on committees to political groups or following any change in the political constitution of the Council.
- 8.2 The Council has wide powers in the Local Government Act 1972 to appoint committees and delegate (non-executive) functions to them. As the Council operates executive arrangements, it is required under the Local Government Act 2000, to establish at least one overview and scrutiny committee.
- 8.3 Regulation 4(2) of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allows the Council to continue with existing appointments for 12 months.
- 8.4 These Regulations also allow the Council to hold meetings remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

9 Financial Implications

- 9.1 There are no significant financial implications arising from this report.

10 Human resource Implications

- 10.1 There are no significant human resource implications arising from this report.

11 Background Papers

None

12 Appendices

Appendix 1: Proposed terms of reference of the Council's Committees for 2020-21

Appendix 2: Nominations for Appointments to Committees and other Appointments: 2020-21

TERMS OF REFERENCE OF COMMITTEES FOR 2020-21

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

Audit and Accounts Activity

1. To consider the Managing Director's bi-annual report on the summary of internal audit activity (actual and proposed) and the level of assurance that it can give over the Council's corporate governance arrangements.
2. To consider reports dealing with the management and performance of the providers of the internal audit function.
3. To consider reports from internal audit on recommendations agreed with heads of service as a result of an internal audit review which have not been implemented within a reasonable timescale.
4. To consider the external auditor's annual letter, relevant reports (both financial and strategic) and the report to those charged with governance and submit any comments to the Executive.
5. To consider specific reports submitted by the internal or external auditors.
6. To comment on the scope and depth of external audit work and ensure that it gives value for money.
7. To review the annual statement of accounts with specific emphasis on whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
8. To approve the Council's statement of accounts each year.
9. To consider reports on treasury management matters prior to their referral to the Executive and Council
10. To consider quarterly budget monitoring reports.

Corporate Governance Activity

11. To monitor and review the operation of the Council's Constitution, particularly in respect of financial procedures and protocols, procurement procedures and guidelines.
12. To review any corporate governance issue referred to the Committee by the Managing Director, a Director, the Leader/Executive or any other committee of the Council.
13. To monitor the effective development and operation of risk management and corporate governance in the Council.
14. To consider the Council's statement on internal control and to recommend its adoption.
15. To consider the Council's arrangements for corporate governance and necessary actions to ensure compliance with best practice, together with any relevant issues referred by the Corporate Governance Group.

16. To consider the Council's compliance with its own and other published standards and controls.
17. To consider the annual report regarding complaints about the Council referred to the Local Government Ombudsman.
18. To approve payments or other benefits of a value greater than £5,000 arising from complaints to the Local Government Ombudsman.
19. To monitor the effectiveness of the Council's:
 - whistle-blowing procedure,
 - anti-fraud and corruption policy,
 - anti-bribery policy and procedure
 - complaints procedureand make appropriate recommendations to the Executive.
20. In relation to corporate health and safety, to receive reports on compliance with the Council's health and safety policies and standards, accident rates and claims and the financial implications of action taken in that regard.
21. In relation to human resources functions delegated to the Managing Director and Directors to receive reports on compliance with the Council's policies and procedures and the financial implications of action taken in that regard.
22. To consider an annual report on insurance claims against the Council including issues arising from them and steps taken to manage the risk of future claims of a similar nature.
23. Monitoring and auditing of the Council's equality and diversity policies.

Ethical Standards Activity

24. To promote and maintain high standards of conduct by councillors and co-opted members¹
25. To advise the Council on the adoption or revision of its code of conduct.
26. To assist councillors and co-opted members to observe the code of conduct.
27. To advise, train or arrange to train councillors and co-opted members on matters relating to the code of conduct.
28. To advise the public on matters relating to the code of conduct.
29. To agree arrangements for the selection and interviewing of candidates for appointment as Independent Persons (including such joint arrangements with other

¹ A "co-opted member" for this purpose is, defined in the Localism Act section 27 (4) as "a person who is not a member of the authority but who

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

councils as may be deemed by the Monitoring Officer to be appropriate) and to make recommendations to full Council on these appointments.

30. To agree allowances and expenses for the Independent Person and any Reserve Independent Persons
31. To grant dispensations, after consultation with the independent person, to councillors and co-opted members with disclosable pecuniary interests.
32. To determine whether to investigate allegations of misconduct by councillors or co-opted members in circumstances where such determination by the Monitoring Officer is considered by him to be inappropriate.
33. To determine, by way of a hearing, those allegations of misconduct by councillors or co-opted members where a formal investigation has found evidence of failure to comply with the code of conduct and where a local resolution has not been agreed.
34. To determine, following a hearing and a finding that a councillor or co-opted member has failed to comply with the code of conduct, such action as may be deemed appropriate and proportionate.
35. To make recommendations, following a hearing, to any parish council in the Council's area on action to be taken against any councillor or co-opted member of that parish council found to have failed to comply with that council's code of conduct.
36. To implement, monitor and review the operation of the code of conduct for staff.
37. To implement, monitor and review the operation of the Protocol on Councillor/ Officer Relations.
38. To undertake the Council's ethical governance audit of the rules and procedures applying within the Council and to consider the need for any further provisions.
39. To consider any other matter referred by the Monitoring Officer.

NB. Reference to councillors or co-opted members includes councillors or co-opted members of parish councils in the Council's area.

EMPLOYMENT COMMITTEE

1. To approve the Council's human resources policies.
2. Following the relevant procedures set out in Officer Employment Procedure Rules in Part 4 of the Constitution:
 - (a) To make recommendations to full Council in respect of the appointment or dismissal of Relevant Officers
 - (b) To determine disciplinary action short of dismissal of Relevant Officers
 - (c) To determine the appointment, dismissal or disciplinary action short of dismissal of the Deputy Managing Director or Directors, provided that they are not Relevant Officers

- (d) To constitute the Appeals Panel provided that such Panel shall comprise only those members or substitute members of the Employment Committee who were not involved in the original Hearing.
3. To determine remuneration and pension discretions relating to the Managing Director and Directors in accordance with the Council's approved human resources policies and Pay Policy Statement.
4. To approve or make a recommendation to Council for any financial settlement with any Director in connection with the termination of his or her employment, subject to the requirements of the Pay Policy Statement.
5. To make recommendations to Council in relation to any financial settlement with the Managing Director in connection with the termination of his or her employment.
6. To conduct a hearing into any unresolved grievance brought by the Managing Director.

EXECUTIVE ADVISORY BOARDS

Each Executive Advisory Board will consider reports on matters relating to the functions of the Executive that fall within its remit. The remits of each Executive Advisory Board are shown below and are aligned to themes in the Corporate Plan; they will be reviewed and approved at the Council's Selection meeting each year. The Executive Advisory Boards will meet in public, be webcast, and be subject to Part C of the Council Procedure Rules, Public Speaking Procedure Rules and Access to Information Procedure Rules in Part 4 of the Constitution.

Membership:

- (a) Each Executive Advisory Board shall comprise 12 non-executive councillors, one of whom shall be appointed by the Council as chairman, with normal voting rights.
- (b) The Council shall appoint a vice-chairman for each Executive Advisory Board.
- (c) Proportionality rules will apply.
- (d) Substitutes will be allowed in accordance with the rules and procedures of this Constitution, and in respect of each Executive Advisory Board, the Council may appoint up to seven substitute members for each political group.

Meetings:

- (a) Each Executive Advisory Board shall normally meet eight times annually.
- (b) Relevant Executive members will be expected to attend Executive Advisory Board meetings and should normally present matters (with officer support) for discussion at meetings and engage actively in a dialogue with the Executive Advisory Boards regarding those matters.
- (c) The quorum of each Executive Advisory Board will be 4.

Responsibilities:

Each Executive Advisory Board will have the following general responsibilities within its remit:

- (a) To consider and (where necessary) make recommendations on all Key (or other significant) Decisions, prior to the formal consideration of all such decisions by the Executive.

- (b) To assist and advise the Executive in the development of Policy Framework issues.
- (c) To undertake research and reviews for the purpose of advising the Executive on the delivery of Corporate Plan Priorities.
- (d) To advise the Executive at an early stage in respect of the formulation and development of policies and projects that will help to deliver Corporate Plan Priorities
- (e) To assist in the development of Executive Decisions
- (f) To assist and advise the Executive as regards budget preparation.
- (g) To develop and maintain a work programme ensuring that there is efficient use of its time

Powers:

Each Executive Advisory Board will have the power:

- (a) To require the Leader and/or lead councillors and officers to attend before it to answer questions
- (b) To question and gather evidence from any person (with their consent)
- (c) To co-opt expert individuals on a non-voting basis to assist their work.
- (d) To set up panels, task groups or breakout groups to look at specific issues relating to the delivery of the Corporate Plan (or other significant priorities) in order to inform decision making by the Executive. For the avoidance of doubt, the membership of such panels and groups shall be open to all councillors.

Remits:

The remits of the Executive Advisory Boards will be as follows:

- (a) [The Place Making and Innovation] Executive Advisory Board. [To be aligned to themes in the new Corporate Plan]
- (b) [The Community] Executive Advisory Board [To be aligned to themes in the new Corporate Plan]

Protocol for their operation:

- (1) EABS are advisory in nature and do not have any substantive decision-making powers delegated to them. EABS are to act as a source of advice to the Executive.
- (2) EABS will enable greater involvement and engagement of councillors and the public in significant Executive decisions.
- (3) EABS will advise the Executive at an early stage about the formulation and development of policies and projects that will help deliver Corporate Plan priorities. The EABS are intended to enable backbench councillors to be more closely involved with issues of greatest importance to the Council.
- (4) The chairmen and vice-chairmen of the EABS will meet regularly to identify priorities and prepare draft work programmes for consideration and approval by the EABS and, as part of this process, will take into account the forthcoming key or significant Executive decisions set out in the Forward Plan. Subject to paragraph (5) below, those matters identified in the agreed work programmes will be considered by the EABS in detail.
- (5) When considering an Executive decision, the EABS will aim to do so at a time when it is still open to influence, that is to say, when there is an expectation that a recommendation or suggestion for improvement could realistically lead to change.

EAB agendas will list all forthcoming key or significant Executive decisions set out in the Forward Plan, except those that are urgent.

- (6) EABs will determine their final recommendations to the Executive by consensus if at all possible.
- (7) The advice of EABs to the Executive, including explanation for any recommendations, will be contained within a report considered by the Executive. The justification for not accepting advice from an EAB is to be made clear in the options considered by the Executive.
- (8) Membership of both an EAB and the Overview and Scrutiny Committee does not inevitably create a conflict of interest. As a rule, councillors should not be involved in scrutinising a decision in which they have been involved directly; yet, EABs are advisory and it remains the responsibility of the Executive to formally take and implement the decision.

LICENSING COMMITTEE

1. Except as otherwise provided in the Licensing Act 2003 and the Gambling Act 2005, all functions of the licensing authority prescribed by those Acts.
2. All other functions relating to licensing and registration in so far as they are the responsibility of the Borough Council as specified in Section B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).
3. All functions relating to health and safety at work in so far as they are the responsibility of the Borough Council as specified in Section C of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).
4. To determine any changes to taxi and private hire licence fees and charges on an annual basis, and to authorise statutory publication of the fees and charges.
5. To consider objections following the statutory publication of the fees and charges referred to in 4. above and to approve the final fees and charges.

OVERVIEW AND SCRUTINY COMMITTEE

The Council will appoint an Overview and Scrutiny Committee to discharge the functions conferred by Sections 21 and 21A of the Local Government Act 2000 or regulations made under Section 32 of the Local Government Act 2000. This Committee is also the Council's designated crime and disorder committee under Section 19 of the Police and Justice Act 2006.

The work of the Overview and Scrutiny Committee should focus on the Council's principles, practice, procedures and performance (rather than politics and personalities); the work will be informed by the following principles:

- (i) Constructive "critical friend" challenge
- (ii) Amplifies the voices and concerns of the Public
- (iii) Led by independent people who take responsibility for their role; and
- (iv) Drives improvement in public services

The provisions of these terms of reference are subject always, and without prejudice, to Section 9F of the Local Government 2000.

General Terms of Reference:

- (a) to perform all overview and scrutiny functions on behalf of the Council;
- (b) to appoint such formal sub-committees and informal task and finish groups as it considers appropriate to fulfil those overview and scrutiny functions;
- (c) to approve the overview and scrutiny work programme so as to ensure that the Committee's time is effectively and efficiently utilised;
- (d) to undertake investigations into such matters relating to the Council's functions and powers as:
 - (i) may be referred by the Leader/Executive; or
 - (ii) the Committee may consider appropriate; or
 - (iii) have been referred to the Committee pursuant to the "call-in" procedure set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution;

(In respect of (iii) above, the Committee may review the decision or, if it so wishes, refer the matter to the full Council for review.)
- (e) to review and advise on all existing policies of the Council, including making recommendations for future options to the Leader/Executive;
- (f) to review arrangements to secure continuous improvement in the way in which the Council's functions are exercised, having regard to a combination of economy, efficiency and effectiveness;
- (g) to monitor and review the Council's performance against relevant national and local performance indicators and adopted plans and strategies;
- (h) to consider any matter affecting the area or its inhabitants;
- (i) to discuss initiatives put forward for consideration by individual members of the Committee;
- (j) to deal with any relevant councillor call-for-action in accordance with the protocol attached as Appendix 1 to the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution; and
- (k) to consider petitions received under the adopted Petition Scheme that fall into the following categories:
 - petitions requiring a senior officer to give evidence to the Committee; and
 - a request from a petition organiser, who is not satisfied with the Council's response to a petition, for a review of the adequacy of the steps taken or proposed to be taken in response to the petition.

Specific Functions

(a) Policy Development and Review

The Overview and Scrutiny Committee may:

- (i) assist the Council and the Leader/Executive in the development of the budget and policy framework by in-depth analysis of policy issues; and the Overview and Scrutiny Committee may obtain evidence from members of the public or expert witnesses to inform its response
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) question the Leader, lead councillors, Managing Director and Directors about their views on issues and proposals affecting the area; and
- (iv) liaise with, and scrutinise, other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; any such organisation that is working in partnership with the Council will be expected to have regard to the reports and recommendations of the Committee

(b) Scrutiny

The Overview and Scrutiny Committee may:

- (i) review and scrutinise the performance of and the decisions made by the Leader, lead councillors individually or the Executive collectively and Council officers both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question the Leader, lead councillors, Managing Director and Directors about their decisions and performance, whether generally in comparison with service plans and targets over a period of time; in relation to particular decisions, initiatives or projects; or in relation to the portfolios of the Leader or of Lead Councillors (or any parts thereof). As part of this process, the Committee may facilitate the asking of questions submitted in advance by members of the public;
- (iv) make recommendations as appropriate to the Leader/Executive and/or the Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Committee and local people about their activities and performance;
- (vi) question and gather evidence from any person (with their consent) and require information from partner organisations; and
- (vii) use innovative ways to scrutinise matters of concern such as select committees, public hearings, mystery shopping and workshops; the issue

being investigated should be matched to the most appropriate process.

(c) Finance

- (i) The Overview and Scrutiny Committee may exercise overall responsibility for the finances made available to them.
- (ii) The Committee may request that a budget be made available to it for the purposes of research, the costs of expert witnesses, site visits, non-meeting based activities and matters similar thereto.

(d) Annual Report

The Overview and Scrutiny Committee must report annually to the full Council on its work undertaken during the year, its future work programme and amended working methods if appropriate.

PLANNING COMMITTEE

1. All functions relating to town and country planning and development control in so far as they are the responsibility of the Borough Council as specified in Section A of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).
2. All functions relating to:
 - (a) the stopping up or diversion of footpaths, bridleways or restricted byways affected by development;
 - (b) the extinguishment of public rights of way over land held for planning purposes; and
 - (c) trees and hedgerows

as specified in Section I of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).

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**NOMINATIONS FOR
APPOINTMENTS TO COMMITTEES AND OTHER APPOINTMENTS: 2020-21**

COMMITTEE	No. of Members	Guildford Liberal Democrats	Residents for Guildford and Villages	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(2)	(2)	(1)	(1)	(1)	(0)
CORPORATE GOVERNANCE & STANDARDS COMMITTEE (Up to THREE substitutes per group)	7	Cllr Liz Hogger Cllr <u>Substitutes:</u> Cllr Jon Askew Cllr Tom Hunt Cllr Masuk Miah	Cllr John Redpath Cllr Deborah Seabrook (C) <u>Substitutes:</u> Cllr Ruth Brothwell Cllr Colln Cross Cllr Tony Rooth	Cllr Nigel Manning (C) (VC)* <u>Substitutes:</u> Cllr Richard Billington Cllr Jo Randall Cllr Graham Eyre	Cllr Ramsey Nagaty <u>Substitutes:</u> Cllr Susan Parker Cllr Patrick Sheard Cllr Catherine Young	Cllr James Walsh <u>Substitutes:</u> Cllr Angela Gunning	

* Cllr Manning's nomination for Vice-Chairman to only apply should he not be elected chairman.

(C) Nominee for Chairman
(VC) Nominee for Vice-Chairman

NB: Restrictions on membership of this Committee:

- Only one member of the Executive may be appointed (except the lead councillor whose portfolio includes finance and resources)
- Neither the Leader of the Council nor the Deputy Leader of the Council may be a member (or substitute member) of this Committee

COMMITTEE	No. of Members	Guildford Liberal Democrats	Residents for Guildford and Villages	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(1)	(1)	(1)	(0)	(0)	(0)
EMPLOYMENT COMMITTEE (Up to FOUR substitutes per group)	3	Cllr Caroline Reeves (C) <u>Substitutes:</u> Cllr Jan Harwood Cllr Fiona White Cllr Cllr	Cllr John Rigg (VC) <u>Substitutes:</u> Cllr Tim Anderson Cllr Chris Barrass Cllr Joss Bigmore Cllr John Redpath	Cllr Paul Spooner <u>Substitutes:</u> Cllr David Bilbe Cllr Nigel Manning Cllr Marsha Moseley Cllr Graham Eyre			

(C) Nominee for Chairman
(VC) Nominee for Vice-Chairman

NB: Restrictions on membership of this Committee:

- At least one member of this committee must be an Executive member

COMMITTEE	No. of Members	Guildford Liberal Democrats	Residents for Guildford and Villages	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(4)	(5)	(2)	(1)	(0)	(0)
COMMUNITY EXECUTIVE ADVISORY BOARD (Up to SEVEN substitutes per group)	12	Cllr Angela Goodwin (C) Cllr George Potter Cllr Pauline Searle Cllr Fiona White <u>Substitutes</u> Cllr Jon Askew Cllr Gillian Harwood Cllr Tom Hunt Cllr Steven Lee Cllr Ted Mayne Cllr Masuk Miah Cllr Will Salmon	Cllr Paul Abbey Cllr Dennis Booth Cllr Diana Jones Cllr Ann McShee Cllr Bob McShee <u>Substitutes:</u> Cllr Chris Blow Cllr Ruth Brothwell Cllr Colin Cross Cllr Maddy Redpath Cllr Tony Rooth Cllr Cllr	Cllr Andrew Gomm Cllr Jo Randall <u>Substitutes:</u> Cllr David Bilbe Cllr Richard Billington Cllr Graham Eyre Cllr Nigel Manning Cllr Marsha Moseley Cllr Paul Spooner	Cllr Ramsey Nagaty (VC) <u>Substitutes:</u> Cllr Susan Parker Cllr Patrick Sheard Cllr Catherine Young		

(C) Nominee for Chairman
 (VC) Nominee for Vice-Chairman

NB: Restrictions on membership of this Committee:

- No Executive councillors may be appointed to the Executive Advisory Boards

COMMITTEE	No. of Members	Guildford Liberal Democrats	Residents for Guildford and Villages*	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(4)	(4)	(1)	(1)	(1)	(1)
<p>PLACE-MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD</p> <p>(Up to SEVEN substitutes per group)</p>	12	<p>Cllr Jon Askew Cllr Steven Lee Cllr Masuk Miah Cllr Will Salmon</p> <p><u>Substitutes:</u> Cllr Angela Goodwin Cllr Gillian Harwood Cllr Liz Hogger Cllr Tom Hunt Cllr George Potter Cllr Pauline Searle Cllr Fiona White</p>	<p>Cllr Chris Barrass Cllr Ruth Brothwell Cllr Diana Jones Cllr Maddy Redpath</p> <p><u>Substitutes:</u> Cllr Paul Abbey Cllr Chris Blow Cllr Dennis Booth Cllr Colin Cross Cllr Ann McShee Cllr Bob McShee Cllr</p>	<p>Cllr Graham Eyre</p> <p><u>Substitutes:</u> Cllr David Bilbe Cllr Richard Billington Cllr Andrew Gomm Cllr Nigel Manning Cllr Marsha Moseley Cllr Jo Randall Cllr Paul Spooner</p>	<p>Cllr Patrick Sheard</p> <p><u>Substitutes:</u> Cllr Ramsey Nagaty Cllr Susan Parker Cllr Catherine Young</p>	<p>Cllr Angela Gunning (C)</p> <p><u>Substitute:</u> Cllr James Walsh</p>	<p>Cllr Gordon Jackson (VC)</p>

(C) Nominee for Chairman
(VC) Nominee for Vice-Chairman

NB: Restrictions on membership of this Committee:

- No Executive councillors may be appointed to the Executive Advisory Boards

COMMITTEE	No. of Members	Guildford Liberal Democrats	Residents for Guildford and Villages	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(4)	(3)	(2)	(1)	(0)	(0)
GUILDFORD JOINT COMMITTEE NB. No substitute members may be appointed to this Committee	10	Cllr Julia McShane Cllr George Potter Cllr Caroline Reeves Cllr Pauline Searle (C)	Cllr Joss Bigmore Cllr Bob McShee Cllr John Rigg	Cllr Jo Randall Cllr Paul Spooner	Cllr Susan Parker		

(C) Nominee for Chairman

Please note that in relation to the Guildford Joint Committee, it is Guildford's turn to chair the Joint Committee in 2020-21. Whilst the Constitution of the Joint Committee provides that the Borough Council membership must comprise at least one member of the Executive, there is no requirement for the Borough Council's nominee for chairman to be an Executive member.

COMMITTEE	No. of Members	Guildford Liberal Democrats	Residents for Guildford and Villages	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(6)	(5)	(2)	(1)	(0)	(1)
LICENSING COMMITTEE NB. No substitute members may be appointed to this Committee	15	Cllr David Goodwin (C) Cllr Gill Harwood Cllr Ted Mayne Cllr Masuk Miah Cllr Will Salmon Cllr James Steel	Cllr Tim Anderson Cllr Dennis Booth (VC) Cllr Ann McShee Cllr Bob McShee Cllr Maddy Redpath	Cllr Nigel Manning Cllr Marsha Moseley	Cllr Catherine Young		Cllr Gordon Jackson

(C) Nominee for Chairman
 (VC) Nominee for Vice-Chairman

	No. of Chairmen	Guildford Liberal Democrats	Residents for Guildford and Villages	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(2)	(2)	(1)	(1)	(0)	(0)
Designated Licensing Sub-Committee Chairmen* (must be members of the Licensing Committee)	6	Cllr David Goodwin Cllr Will Salmon	Cllr Tim Anderson Cllr Dennis Booth	Cllr Marsha Moseley	Cllr Catherine Young		

*for Licensing Sub-Committee and Licensing Regulatory Sub-Committee

COMMITTEE	No. of Members	Guildford Liberal Democrats	Residents for Guildford and Villages	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(4)	(4)	(2)	(1)	(1)	(0)
<p>OVERVIEW AND SCRUTINY COMMITTEE</p> <p>(No limit on number of substitutes)</p> <p>This means that all non-Executive councillors who have not been appointed to this Committee may substitute for any member of the Committee from the same political group)</p>	12	Cllr Tom Hunt Cllr Angela Goodwin Cllr George Potter Cllr Fiona White	Cllr Dennis Booth Cllr Colin Cross Cllr Tony Rooth Cllr Deborah Seabrook	Cllr Graham Eyre Cllr Paul Spooner (C)	Cllr Patrick Sheard	Cllr James Walsh (VC)	

(C) Nominee for Chairman
(VC) Nominee for Vice-Chairman

NB: Restrictions on membership of this Committee:

- No Executive councillors may be appointed to the Overview and Scrutiny Committee

COMMITTEE	No. of Members	Guildford Liberal Democrats	Residents for Guildford and Villages	Conservatives	Guildford Greenbelt Group	Labour	Ind
		(5)	(5)	(3)	(1)	(1)	(0)
PLANNING COMMITTEE (Up to FIVE substitutes per group)	15	Cllr Jon Askew Cllr Jan Harwood Cllr Liz Hogger Cllr Caroline Reeves Cllr Fiona White (C) <u>Substitutes:</u> Cllr Angela Goodwin Cllr Steven Lee Cllr Will Salmon Cllr Pauline Searle Cllr James Steel	Cllr Chris Barrass Cllr Chris Blow Cllr Ruth Brothwell Cllr Colin Cross Cllr Maddy Redpath <u>Substitutes:</u> Cllr Tim Anderson Cllr Dennis Booth Cllr Bob McShee Cllr Tony Rooth Cllr Deborah Seabrook	Cllr David Bilbe Cllr Marsha Moseley (C) Cllr Paul Spooner <u>Substitutes:</u> Cllr Richard Billington Cllr Graham Eyre Cllr Andrew Gomm Cllr Nigel Manning Cllr Jo Randall	Cllr Susan Parker <u>Substitutes:</u> Cllr Ramsey Nagaty Cllr Patrick Sheard Cllr Catherine Young	Cllr Angela Gunning <u>Substitute:</u> Cllr James Walsh	

(C) Nominee for Chairman
(VC) Nominee for Vice-Chairman

OTHER APPOINTMENTS

Appointment of the three Councillor Champion roles

Nominations received for each of the following three Councillor Champion roles (see paragraph 7 of the Council report):

Champion	Nominees
Armed Forces	Cllr Dennis Booth Cllr Tom Hunt
Historic Environment and Design	Cllr Caroline Reeves Cllr Bob McShee (Deputy)
Older Persons'	Cllr Ted Mayne Cllr Maddy Redpath